Teamwork Contract DSCI 522 - Project Group 43

Aitong Wu, Manikanth Goud, Sidharth Malik, Derrick Jaskiel teamwork contract for their group project in DSCI 522

Expectations

The time expected for group members to work on DSCI 522 will be a maximum of 3 hours per week unless all the team members agree to lengthen the time expected. If team members cannot complete their sections within the maximum hours, members should give notice on Slack at least 24 hours before the group submission date (Saturday 6pm) to see if work should be redistributed or if the expected time should be increased. All submissions are expected to meet the criteria of the milestones as set out in the instructions. This includes making sure all scripts are working, creating tests for all your functions, and using proper grammar in written submissions.

Meetings

Meeting times were established during the initial team meeting held on 2025-11-19. Meetings will be held virtually on the following dates:

• Friday 11/21: 11am-12pm
• Monday 11/24: 5pm-6pm
• Friday 11/28: 11am-12pm (if necessary)
• Monday 12/1: 5pm-6pm
• Friday 12/5: 11am-12pm (if necessary)
• Monday 12/8: 5pm-6pm
• Friday 12/12: 11am-12pm (if necessary)

The group will also have formal meetings during the lab for DSCI 522 on Wednesdays at 3pm. All members are expected to attend the meetings. If a member cannot make a meeting, written notice must be given 24 hours before the meeting to discuss alternative options.

Communication

All communication outside of the meetings will be through Slack, Github, or WhatsApp. Github will be the primary communication tool for ideas, suggestions, submitting work

and reviewing work. Slack will be the primary communication tool for informal communication and scheduling meetings.

Reviews

All members are expected to submit a pull request for their work on the repository for the
group project on Github.com. Members are expected to add teammates as reviewers to have all pull requests reviewed by another teammate. Pull request should be reviewed within 24 hours after creation.

Deadlines

Deadlines for individual items will be assigned during meetings. All peer-reviewing should be finalized by Saturday morning.

Breach of Contract

Failure to follow the team contract will result in a three-step warning system:
1. The first step is a written Slack notice that outlines the violation of the team contract and a reminder of the team contract conditions.
2. The second step is a meeting to discuss the behaviour and write an agreement to follow the team contract is required by the member.
3. The third step is to reach out to the lab instructor or TAs of the issues with the teammate.