Team: THE NEURAL NETWORK

For this milestone, our team focused on setting up the foundational infrastructure needed for the project. We began with deciding to use Messages as our primary communication platform for the team. This will serve as our way to plan meetings and discuss any concerns. We created a private GitHub repository for our project and initialized it with a README file. Each team member added their name and NetID to the README as a separate commit. We decided to create a shared Google Drive folder for meeting notes and onboarding milestones. We decided to meet with our PM, Ella, on Sundays at 3 pm in person. Then, we created our team contract by answering all the given questions and discussing our answers.

To choose a dataset, we looked on Kaggle and decided to choose a dataset dealing with the top Spotify songs in 73 countries. We made sure the dataset fitted all the given criteria and that it was an interest of everyone in the group. We added instructions to the README.md to tell users how to download the dataset, making use of .gitignore. Then we created a test script that checks that the user has downloaded the dataset to make sure that the user has successfully downloaded the dataset correctly. We also created a Makefile with a target for setting up a virtual environment for the user. Lastly, we added an overview of what the project is and instructions on how the user can use the repo to the README.

Setting up the Messages platform was a great first step in ensuring that everyone stays connected throughout the project. It provided a space for team discussions. The process of contributing to the README.md in separate commits also helped reinforce accountability and gave everyone a chance to ensure their identity and access were properly set up. Dividing tasks, such as adding our names to the repository and setting up the GitHub repo itself, worked

efficiently. While setting up the test file and the Makefile, we had some confusion on the implementations we were supposed to do and some general questions about how we were supposed to use them.

The main question we have is how can we make our Python test script automatically check whether the file is downloaded rather than inputting the file path manually. An additional question is how we should approach the dataset as a whole.

Team Contract

1. To what goals do we all commit?
    -   Make an open space to learn and share ideas
    -   Develop our technical skills further

2. What are our "ground rules"? Don't make an exhaustive list; stick with just a few.
    -   Respect all ideas
    -   Communicate openly
    -   Be accountable for individual tasks and commitments
    -   Support each other and work as a team

3. How frequently will we communicate? How quickly are responses expected?
    -   Communicate primarily through text
    -   Should respond within a couple of hours

4. Where and how frequently will we meet? When is a person considered late to a meeting?
    -   Meet twice a week on Mondays and Wednesdays from 5-6 pm
    -   After 10 minutes is considered late if there's no text in advance

5. What team roles will we create? What are the responsibilities of each role? Will roles shift around, and if so, how often?
    -   Scheduler: Will make sure everyone is on time and will work on scheduling meetings and finding times to meet if there is a time conflict for a specific week
    -   Secretary: Will update team on goals and assignments needed to be completed for the week.
    -   Tech Lead: Will help manage the Github Repo and ensure that everything is properly being committed and coded.

6. How will we hold ourselves and one another accountable? What exactly will we say to a team member who appears not to be contributing equally? Or to a team member who fails to deliver what was promised?
    -   If a team member is not contributing equally, we will ask how to support them in meeting their commitments and establish a plan to improve engagement.
    -   If a team member fails to deliver, we will redistribute tasks and discuss ways to prevent future issues.

7. How will we make decisions as a team? What exactly will we do when we disagree or discover conflict? What will you use as a respectful conversation starter?
    -   Ask and consider everyone's input and opinion

- If disagreements arise, we will have an open discussion and will start constructive sentences like "I see things differently, but I'd love to hear your thoughts"
- If consensus cannot be reached, we will vote or seek a compromise

8. What are our procedures for re-visiting this contract?
   - Review this contract every month and/or whenever revision is needed to accommodate changes in team dynamics or project scope.

9. How will we make this experience fun?
   - Encourage a positive and beneficial atmosphere
   - Have regular check-ins on team well-being

Team Members:
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- Edwin Lin
- Rahi Dasgupta