Team Contract

4AL3 Applications of Machine Learning - Group 50

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Contact Information

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Ground Rules and Expectations

1. Preparation for Meetings
    1.1. Review all assigned readings and class material before the meeting.
    1.2. Prepare at least one idea, question, or contribution related to the project topic.
2. Completion of Assigned Tasks
    2.1. Tasks agreed upon by group members must be completed by the set deadline.
    2.2. If a member anticipates difficulty meeting a deadline, they must notify the team at least 24 hours in advance and request assistance.
3. Meeting Participation
    3.1. Each member is expected to actively participate in meetings by contributing ideas, asking questions, and providing feedback.
    3.2. Members must avoid distractions (e.g., unrelated phone use) during meetings.
4. Respectful Communication
    4.1. All members must listen without interrupting, respond respectfully, and avoid dismissive or offensive comments.
    4.2. Disagreements should be expressed constructively, focusing on the idea rather than the individual.
5. Evaluation of Group Progress
    5.1. At the end of each session, the team will hold a 5–10 minute review to evaluate group mechanics, confirm task completion, and assign next steps.
6. Accountability and Enforcement
    6.1. Each member has the right and responsibility to point out when a rule is being broken.

6.2. Repeated failure to follow rules will trigger the issue resolution procedure outlined in the team contract.

7. Attendance and Punctuality
   7.1. Members must attend all scheduled meetings unless prior notice (at least 12 hours) is given.
   7.2. Meetings will begin on time; late arrivals of more than 5 minutes must be explained to the team.

Roles and Responsibilities

1. Roles will be assigned at the beginning of a meeting. Roles will rotate each meeting, and current roles will carry forward until the next meeting.
2. The organizer will lay out the required goals for the meeting. These goals will be discussed and approved as a group. The organizer will also set up 1-2 tasks to complete before the next meeting. The organizer is responsible for confirming the date, time, and location of the next meeting.
3. The secretary is responsible for taking in-session notes, organizing, and distributing them to the group through Microsoft Teams.
4. The timekeeper is responsible for time management during meetings and ensuring meeting goals have a minimum allocated discussion time of 10-minutes, giving 2-minute warnings before time is concluded.

Procedure for Addressing Unmet Expectations and Issues

When a team member identifies unmet expectations or issues, the concern should be raised respectfully and addressed through a structured process to ensure fair discussion, resolution, and follow-up.

Process

- Team members raise concerns directly with the involved party or, if needed, with the leader/mediator.
- A meeting is organized to discuss the concern, with all parties given equal opportunity to share perspectives.
- The team collaborates to develop a clear, actionable resolution plan, including responsibilities and timelines.

- The leader/mediator monitors progress, facilitates follow-up discussions, and confirms resolution with all involved parties.

Leader/Mediator Role

- Qualifications: Empathetic, impartial, professional, and respectful of confidentiality.
- Responsibilities: Organize and facilitate meetings, promote constructive dialogue, document agreed steps, provide reminders and check-ins, and escalate unresolved issues to higher authority if necessary.

Procedure for Addressing Peer Feedback

1. Giving Feedback
   1.1. Feedback will be provided during scheduled team meetings and through Microsoft Teams messaging.
   1.2. All feedback must be specific, constructive, and focused only on the project work.
   1.3. Aggressive, personal, or derogatory remarks are not permitted under any circumstances.
2. Receiving Feedback
   2.1. Feedback will be shared openly in meetings and, when appropriate, privately over Teams.
   2.2. Team members are expected to reflect on the feedback before responding.
   2.3. Clarifications and suggested improvements will be discussed respectfully.
3. Resolving Issues
   3.1. Any conflicts that arise from feedback will be addressed together during a team meeting, with an emphasis on collaboration and growth.

Contract Agreement and Signature

Name	Signature
Eric Solak	

Ahmed Sahi	Asahi
Tyler Yue	Tyler Yue