

## **DSCI 100-004 Group 38 Team Contract**

### **(1) Goals**

- What are our team goals for this project? What do we want to accomplish?
  - Goal: try the hardest on our project for a good grade
  - Collaborate effectively with group members
- What skills do we want to develop or refine?
  - Data analysis and coding in R
  - Interpreting datasets
  - Communicating results clearly
- What do we expect of one another regarding attendance at meetings, participation, frequency of communication, quality of work, etc.?
  - That everyone participates and work is evenly distributed
  - Any delays, interruptions, and developments are communicated as soon as possible
  - Work is consistent in quality

### **(2) Policies & Procedures**

What rules and procedures can we agree on to help us meet our goals and expectations and deal with members who do not fulfill their part in the contract?

- Meet once a week to discuss updates or work together
  - Meeting time can be decided based on availability
- All work is accessible by all groupmates at anytime, where work is updated
  - Regularly update the GitHub repo
- Peer review can be done by other group members on individual work to maintain consistency
- Set due dates and ensure work is completed by the due date

### **(3) Consequences:**

How will we address non-performance regarding these goals, expectations, policies and procedures?

- Discuss with group members and confront non-performing member
- Let TA's know about the issues
- If the non-performing member cannot be contacted (in-person or online) for more than a week, then action should be taken.
  - If members are ill or have an emergency, this must be told to the group as soon as the member is available

Names: Selina Vuong, Brian Keung, Nika Dehbozorgian, Ariel Chan