Teamwork Contract

Project Title: Transformer and Attention Mechanism

Team Name: Group 10

Team Members: Himanshu Borse, Junaid Syed, Jaymin Thakkar

Date: 14th Jan 2025

Expectations

1. **Weekly Time Commitment**: Maximum hours per week: 12 hours (including meetings)

2. **Task Completion Deadline**: Tasks should be completed by 24 hours.

3. **Notification for Delays**: Notification timeframe if tasks can't be completed: 24 hours before the deadline.

4. **Deliverable Standards**: The team will ensure deliverables meet criteria by conducting regular reviews, testing work in the group, and ensuring clarity and accuracy before final submission.

Mode of Communication

1. **In-person Meetings**:

- Location: TRU
- Days: Tuesday
- Time: 11:00 AM
- Duration: 1 hour

2. **Online Meetings**:

- Platform: Google Meet
- Days: Sunday
- Time: 10:00 AM

3. **Primary Communication Tools**:

- Informal/Scheduling: Whatsapp
- Submitting/Reviewing Work: Github

Task Management System

1. **Tool**: Primary task management tool: Github Board

2. **Task Tracking**: Shared Excel sheet

Reviews

1. **Branching and Submission**: Each team member will have their own branch to work on, and the final version will be merged into the main branch after review.

2. **Review Timeline**: Timeframe for reviewing pull requests: 24 hours after submission.

3. **Reviewers**: Process for assigning reviewers: The task owner will assign a reviewer for each pull request, ensuring that all code or contributions are reviewed for quality and completeness.

Breach of Contract

1. **First Violation**: Describe the steps for the first warning: Whatsapp message informing about breach of document.

2. **Second Violation**: Steps for the second warning and meeting: Discussing the issues in person with presence of all group members.

3. **Third Violation**: Describe the process for escalating to the mentor: The group will escalate matter to the course mentor.

Signatures: [Jaymin Thakkar] [Himanshu Borse] [Junaid Syed]

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