# **Group Project Deliverable 1: Team Contract**

#### **Goals**

**What are our team goals for this project?**

Our team's primary goal is to undertake a comprehensive data analysis project, beginning with formulating a meaningful research question and concluding with delivering insightful conclusions based on our findings. We will strive to produce reproducible results, ensuring that our analyses can be replicated and verified. Additionally, we seek to collaborate effectively as a team, ensuring equal contribution from all members towards project success.

**What do we want to accomplish?**

Using our assigned dataset, we aim to deliver a well-documented and reproducible analysis that not only addresses our research question but also showcases our proficiency in data analysis, visualization, and communication. Our documentation will provide transparency into our methodology, findings, and interpretations, facilitating understanding and replicability.

**What skills do we want to develop or refine?**

Through the completion of our project, we aim to refine our skills in statistical inference and coding in R, applying these techniques to derive meaningful insights from our data. We also seek to strengthen our abilities in statistical analysis, data wrangling, and data visualization, utilizing these skills to effectively explore and communicate our findings. Moreover, we recognize the importance of soft skills such as conflict management, problem-solving, active listening, leadership, time management, and task delegation in fostering effective collaboration. By cultivating these skills, we aim to enhance our effectiveness as data scientists and collaborators, ultimately contributing to the success of our project.

#### **Expectations**

* **Internal deadlines:** We will complete all assignments at least 2 days prior to the deadline, allowing ample time for thorough discussion of our methodologies and the proposal of potential improvements. By adhering to these internal deadlines, we ensure that our work is well-refined and reflective of our collective efforts.
* **Frequency of Meetings:** We will convene at least once per week, beginning 3 weeks before major deadlines for group deliverables. These meetings are essential for exchanging ideas, monitoring progress, and integrating individual contributions. Regular communication and collaboration will enable us to stay on track and address any challenges promptly.
* **Participation/Contribution:** 
  + **Attendance**: Attendance at group meetings is mandatory unless prior absence is communicated. Consistent participation ensures that all team members are aligned and engaged in project discussions.
  + **Work Distribution:** Work will be allocated based on individual strengths and expertise, ensuring a balanced contribution from each team member.
  + **Active Engagement:** All team members are expected to actively participate in group discussions, offering insights and input on ideas. Each member's perspective is valuable in shaping our project outcomes.
  + **Accountability:** Failure to complete assigned tasks will result in a negative peer review and further escalation to the TA/professor if issues persist.
* **Quality of Work:** We will uphold high standards for the quality of individual work, ensuring that it meets the team's expectations and is approved by all members. In instances where a member's work does not meet these standards, they will be asked to revise it accordingly.

#### **Policies & Procedures**

**General Rules:**

* **Responsiveness**:
  + Regularly check the WeChat group chat.
  + Respond within 24 hours normally, or 8 hours before a deadline.
* **Punctuality**:
  + Attend all meetings on time unless you've been notified in advance.
* **Respect**:
  + Be inclusive of different ideas and opinions
  + Disagree with the idea, not the person
  + Don’t interrupt others during meetings
  + Respect other people’s time: come prepared
* **Accountability**:
  + No plagiarism allowed.
  + Complete tasks on time.
  + Maintain high-quality work.
* **Collaboration**:
  + Discuss with the team before making major decisions.
  + Ask for help when needed.
  + Positively accept constructive feedback.

**Before Meetings:**

* Schedule meetings at least two days ahead.
* Confirm attendance on the day of the meeting.
* Prepare agenda and goals in advance.
* Review necessary materials beforehand.
* Finish tasks assigned from the last meeting.

**During Meetings:**

* Share progress.
* Discuss any issues.
* Set goals and assign tasks.

**After Meetings:**

* Complete assigned work.
* Communicate via group chat as needed.

#### **Conflict Resolution：**

Between Individuals:

* Try to resolve it privately.
* If unresolved, discuss within the team.
* If conflict continues, contact a TA or professor.

Between Team and Individual:

* Inform the individual of the issue in the group chat.
* Discuss solutions in the next meeting.
* For ongoing conflicts, contact a TA or professor.

#### **Data**

The World University Rankings 2023 dataset includes information on 1,799 universities from 104 countries and regions, evaluating their performance across teaching, research, knowledge transfer, and international outlook. With 13 performance indicators and over 680,000 data points collected from more than 2,500 institutions, it offers a comprehensive overview of global university rankings and metrics.[The dataset can be accessed through Kaggle.](https://www.kaggle.com/datasets/alitaqi000/world-university-rankings-2023)

#### **Signatures**

| **Name** | **Date** |
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| Carol Zhang  Yi Tang  Natalia He | 02/14/2024  02/16/2024  02/16/2024 |
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