**Team Contract**

Team Name: \_\_\_\_Group One\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| * Deliver a high-quality analytical report on the Airbnb business analysis assignment. * Deepen our understanding of machine learning and data analytics techniques by applying them to real-world data. * Develop and refine our technical skills (data preprocessing, visualization, ML model development) alongside teamwork and communication skills. * Meet all deadlines and maintain a standard of excellence that reflects our commitment to learning and professional growth. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| * All team members are expected to attend scheduled meetings punctually and participate actively. * Regular communication is key; responses to emails or messages should be within 24 hours. * Each member should contribute their share of work, ensuring high quality and adherence to deadlines. * Constructive feedback, respect, and transparency are required from everyone in the team. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| * Weekly meetings (via Zoom or Teams) will be scheduled, with an agenda circulated 24 hours in advance. * A shared document repository (e.g., Google Drive or OneDrive) will store all project-related files and updates. * Pre-meeting tasks and progress updates should be completed and shared before each meeting. * Decisions will be made by consensus; a majority vote will settle disputes if needed. * Any disagreements or issues will be addressed in team meetings first and, if unresolved, escalated to the module tutor. |
| ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles? |
| * Project Manager: defines the use case, oversees project management, sets meeting agendas, and writes documentation. * Data Scientists: gather technical requirements, analyze, clean, and process data, creates visualizations, and train machine learning models |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| * If a team member consistently fails to meet expectations or deadlines, the issue will be discussed in a team meeting to offer support or reassign tasks if necessary. * Unresolved conflicts will be mediated first within the team and, if required, by consulting the module tutor. * All team members must adhere to this contract; continuous non-compliance may result in reallocating responsibilities or other remedial actions. |

By signing this contract, we confirm that:

* we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.
* we agree to abide by the contents of this contract