

Teamwork Contract

[Team Members]

- Bingyang Hou
- Jae Ihn
- Jiexin (Jessie) Kuang
- Jinhong (Ivan) Liu
- Min (Ceceilia) Zeng

[Team Meetings]

- Communication will mainly happen on team slack
- Check-in every day at 15:00 p.m.
- Not about working together, more about checking where everybody is at
 - Weekdays - Lab room or Zoom
 - Weekends - VPL or Zoom

[Code of Conduct]

- Working guideline
 - Create a branch under part and your name
 - Naming convention : "milestone1_biya"
 - Do NOT push directly to main branch
 - Write meaningful commit messages
 - Filename convention: "teamwork_contract_20230214_v01"
 - Commit message: "Upload teamwork contract 20230214_v01"
 - Update "Responsibilities" table after each meeting
- Code review
 - Create pull request, merge individual codes after being approved by one different team member
 - Update each other on slack after commits
 - Check and support each other's code

[Responsibilities_20230214] * Subject to change

	Bingyang	Jae	Jessie	Jinhong	Min
Contract	x	x	x	x	x
Proposal		x	x		x
POC	x			x	
Scraping	x			x	
Annotation	x	x	x	x	x
UI			x	x	x