Group Constitution for Environmental Data Science Capstone

Meetings

We commit to attending and actively participating in all scheduled meetings where contributions are expected.

1. Frequency and Timing:
   - Weekly group meetings during class time or as scheduled by the group.
   - Additional meetings as needed for project milestones or deliverables.
2. Length of Meetings:
   - Regular meetings will last approximately an hour.
   - Longer meetings may be scheduled for critical project deadlines.
3. Agreed Meeting Times:
   - Between the time of 9-11 am on Monday.
4. Expectations:
   - Come prepared with updates, materials, or tasks completed as agreed.
   - Notify the group in advance if unable to attend or arrive on time.

Participation

We pledge to contribute meaningfully and equitably to all group activities and discussions.
- Be proactive in sharing ideas, solutions, and feedback.
- Collaborate effectively, respecting each member's input and expertise.
- Ensure all tasks are completed to the best of your ability and on time.

Performance

We commit to producing high-quality work and maintaining consistent contributions to the project.
- Submit drafts or materials for group review no later than the night before meetings.
- Follow the agreed-upon project timeline to avoid delays.
- Take responsibility for assigned tasks and ask for support if needed.

Communication

We agree to maintain open and consistent communication throughout the project.

1. Channels of Communication:
   - Primary: imessage.
   - Secondary: Email & Zoom.
2. Updates:
   - Notify the group of absence/sickness, progress, challenges, or changes promptly.
   - Share meeting notes or discussion points to ensure everyone stays informed.

3. Frequency:
   - Group members should check communication channels regularly, but at least once per day

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Accountability

We will hold each other accountable for meeting group expectations and contributing equitably.
1. Standards:
   - Complete assigned tasks by deadlines.
   - Maintain professionalism and respect for all group members.
2. Process for Addressing Issues:
   - Step 1: Discuss concerns directly with the member(s) involved.
   - Step 2: If unresolved, address the issue during a group meeting.
   - Step 3: Contact Dr. Gannon if the issue persists or escalates.

Conflict Resolution

We commit to resolving disagreements constructively as a team.
1. Discuss all conflicts openly and respectfully within the group.
2. Use mediation techniques, such as assigning a neutral member to facilitate the discussion.
3. Contact Dr. Gannon if the internal resolution is unsuccessful.

Consequences

We understand the consequences of failing to meet group expectations.
- Peer evaluations will reflect each member's contributions, which may affect individual grades.
- In extreme cases of non-participation or disruptive behavior, the instructor may remove a member from the group.

Acknowledgment By signing below, we agree to adhere to the terms of this group constitution and commit to its principles throughout the project.

Group Member Signatures:
1. Hannah Crook
2. *Kellie Williams*
3. Mason Gooder

Date: 1/22/25