**Team Contract**

**Mercer University**

**Team Members: Write the name and email addresses of team members**

1. Mustafa Shahid – [11001954@live.mercer.edu](mailto:11001954@live.mercer.edu)
2. Karim Liaquat - -----@live.mercer.edu

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| **Team Procedures** |

1. **Day, time, and place for regular team meetings:**

* Everyday [as required]
* Not time specific [as needed]
* We are utilizing Github to communicate effectively so that whatever changes are made to a file, it can be sent seamlessly
* We are also meeting on Tuesdays and Thursdays to ensure we are on top of things

1. **Preferred method of communication in order to inform each other of team meetings, announcements, updates, reminders, problems**

* Github – we use it to push and pull requests depending on who made the changes so that the other could receive it would any issues
* It allows to work and make changes to the 1 file instead of creating separate versions

1. **Decision-making policy (how will team make decisions?)**

* Our decisions will be based off of our data and insights
* In case we have different opinions about a result, we would logically approach to the best decision for explanation
* The final decision would also be mutual between us

1. **Method for setting and following meeting agendas:**

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| **Team Expectations** |

**Work Quality**

* 1. Project standards:
* Mining quality data
* Code standardization
* Workflow development
* Visualizations
  1. Strategies to fulfill these standards:
* **Mining quality data**
* By asking the right question for our research and selecting variables that best describe our problem
* **Code standardization**
* Our platform to code would be R
* In case we have issues with R, we would contact the professor immediately to help us move forward
* As a back-up we might also utilize Python & Excel to ensure we are on the right track
* All the coding and results will be R driven
* **Workflow development**
* We would create a hierarchy of our workflow to determine number of steps and in which order those steps need to occur
* **Visualizations**
* We both believe that visualizations are a great way to communicate with audience
* With that in mind, we will be generating a number of visualizations through R
* However, for our presentation, we might utilize Tableau to create meaningful visualizations

**Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks

* Our workflow will be our friend
* Based on the workflow, we would determine number of steps
* Based on those steps, they will be equally divided between us depending on our areas of strength

1. Strategies for encouraging/including ideas from all team members (team maintenance):

* Communication
* We would communicate, each and every step the other makes
* Ask, why, when and how
* Debate the need for such a step
* If the step logically fits our research, we would include it and vice versa

1. Strategies for keeping on task (task maintenance):

* Defining our roles in this project, who does what
* Defining expectations from each other
* Setting time to finish a required task
* Implementing measures of improvement
* Ensure we have all the tools to carry out our work

1. Preferences for leadership:

* Coaching leadership style
* We adopted this style because being 2 people only, we feel that it is the best way to capture our individual strengths and put them into action

**Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:

* Both team members are expected to be transparent and communicative
* It is expected to be timely on meetings, deadlines and to complete assigned tasks
* In case, the other is unable to attend a meeting or encounters an unexpected event so that it does not allow him to complete the task, he should inform immediately and share what he has done before that

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines

* We are looking to share equal responsibility
* We do not want to over burden the other with too many tasks while the other has little to no tasks
* It is expected to fulfill the roles assigned in a timely fashion

1. Expected level of communication with other team members:

* Clear
* Conscience
* Transparent
* Effective
* Timely

It is expected that all of the above are met with the highest priority and effectivity

1. Expected level of commitment to team decisions and tasks:

* Mutual Decisions
* Members will not make individual decisions
* Members will effectively communicate all the decisions they are about to make
* They will discuss the need for such a decision as well

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, how you will handleinfractions of any of the obligations of this team contract:

* It is expected that such requirements will be met
* In case one fails to meet such expectations, the other will raise the issue immediately with the team member and ask him to make adjustments to meet those requirements

1. Describe what your team will doif the infractions continue:

* If a member still does not put up with the contract, the other team member reserves the right to immediately contact the professor and inform of the problem
* Based on a meeting with the professor, the team members should be willing to adjust according to whatever the professor assigns

1. What is the procedure for removing a member from your team (include both infractions—number or other criteria—as well as the specific method for removal):

* Should the infractions continue, after the meeting with the professor if a decision is reached to disband the team, the professor reserves the right of who will inherit the research and continue as an individual
* But before such an extreme case occurs, we both would try to make relevant changes to avoid such a case
* However, if they still persist then the following mechanism will be adopted
* Immediately inform the team member
* Expected to make the change
* If fail, inform the professor
* Professor does a meeting, listens and gives a final warning to make an adjustment
* If fail, inform the professor again
* The professor reserves the right to terminate the team
* The professor reserves the right to hand over the research to either

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Agreement of the above contract, created in collaboration with all team members.

1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will assume the consequences as stated in this contract.*

Please sign:

1. \_\_\_\_\_Mustafa Shahid\_\_\_\_ date: \_\_\_\_10/30/2022\_\_\_
2. \_\_\_\_\_Karim Liaquat\_\_\_\_ date: \_\_\_\_10/30/2022\_\_\_