Teamwork Contract – Group 33
DSCI 522

Expectations

- We expect every member to spend roughly 3-4 hours per week on this project, including scheduled meeting times
- Everyone's quality of work is expected to be adequate and we will review all of each other's work before any submission to ensure this is the case
- all group members are expected to contribute to the preparation of each project component and actively participate in group meetings and discussions.

Meetings

- Weekly meeting schedule: Every Tuesday after the DSCI-522 class
- Work will be distributed during meetings whilst every member is present so that everyone can ensure they are getting an equitable portion of the project assigned to them
- During meetings we will prepare a list of discussion points beforehand

Communication

All communication outside of the meetings will be through Slack or Github. Github will be the primary communication tool for ideas, suggestions, submitting work and reviewing work. Slack will be the primary communication tool for informal communication and scheduling meetings.

Reviews

All members are expected to submit a pull request for their work on the repository for the group project on Github.com. Members are expected to add teammates as reviewers to have all pull request reviewed by another teammate. Pull request should be reviewed within 24 hours after creation.

Roles

We will not assign specific roles to team members and instead all participate in reviewing, submitting and contributing to what needs to be done

Deadlines

Deadlines for individual items will be assigned during meetings. Group members should be mindful of each other's time and workload and be willing to adjust plans and schedules when possible. We should make sure that everyone gets a relatively equal amount of work split.

Breach of Contract

Failure to follow the team contract will result in a three-step warning system:
- Send a message to remind group members on slack group chat
- hold a meeting to discuss the behaviour and write an agreement to follow the team contract is required by the member.
- reach out to the lab instructor or TAs of the issues with the teammate

Agree on the contract

- Team member agreement confirmation:
  - ☑ ~~Michael Oyatsi~~
  - ☑ ~~Shruti Sasi~~
  - ☑ ~~Nishanth K.~~
  - ☑ ~~Yuexiang Ni~~