

Team Contract

Team Name: Team 2_Machine Learning

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
<u>In terms of accomplishments within a project</u> <ul style="list-style-type: none">● Present an analysis report with specific recommendations that can contribute to achieving effective decision-making, pricing, or customer service by Airbnb when operating in New York City.● Use effective communication techniques to present the paper to the company's executive board quickly and appealingly.● Organize the e-portfolio of codes supplied in the appendix, limiting writing to no more than 1000 words (2 pages) and completing all activities within the stated time frame. <u>Skills to develop</u> <ul style="list-style-type: none">● Machine Learning: Acquire basic knowledge of machine learning concepts, emphasising clustering techniques, e.g. K-Means.● Data Analysis: Improve on already acquired data cleaning, prior analysis of data (initial), and statistical analysis, the stage of deriving valuable conclusions from the collected Information.● Data Visualization: Appeal to the non-technical audience by presenting data results using visuals that speak volumes.● Formulation of Question: Enhancing the skills of developing read-worthy questions necessary for data collection in achieving strategic objectives.● Concise Reporting: Developing competencies in condensing analyses into short, clear decisions and reporting.● Team Work: More teamwork is likely to occur with the division of work and the inclusion of findings.● Python Proficiency: Improve your Python programming language, especially your use of Pandas, Matplotlib, and Scikit-Learn libraries.● Project Management: Gain skills in efficiently delivering on timelines and outputs whilst working in a team.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

Attendance at Meetings:

- Unless prior notice is provided, all team members must attend scheduled meetings.
- When members cannot participate in the meeting, they should review the minutes and look for their responsibilities.

Participation:

- Always be active in meetings by communicating thoughts, asking questions and giving feedback.
- Be proactive and extend help to other people who are struggling.

Frequency of Communication:

- Be in regular contact via the settled means (e.g., email, whats app, Google Drive).
- Weekly meetings are scheduled every Friday with all the team members

Quality of Work:

- Adhere to high standards when dealing with individual tasks, undertaking efforts to proofread one's work.
- Observe the project procedures and analyse the instructions to ensure they correspond to the objectives.

Accountability and Deadlines:

- Always try to meet the deadlines given to you or let someone know in advance if an extension is requested.
- Accept responsibility and assist in preserving the project's time frame.

Respect and Constructive Feedback:

- All interactions should be respectful, and no one should be uncomfortable speaking up.
- Always give views and receive them to improve the project and the collaboration of the teams.

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, and evaluating outcomes?

Meeting Preparation

- **Agenda:** Share 24 hours before; team members review and prepare.
- **Assigned Tasks:** Complete relevant pre-meeting tasks for practical discussions.

Idea Generation and Brainstorming

- **Open Collaboration:** Encourage sharing without judgment; use tools like Trello or Google Docs.

- **Equal Opportunity:** Use speaking turns if needed to ensure balanced participation.

Task Assignment and Follow-Up

- **Clear Roles:** Assign tasks with deadlines; track in tools like Trello or Asana.
- **Regular Check-ins:** Weekly updates to monitor progress and address any issues.

Evaluating Outcomes

- **Set Milestones:** Define milestones to track progress.
- **Quality Control:** Review work before submission, with one person finalizing the document.

Conflict Resolution

- **Respectful Discussion:** Focus on ideas, not individuals.
- **Consensus Building:** Aim for consensus; if impossible, go with the majority view.

Adapting and Adjusting

- **Flexibility:** Adapt roles and timelines as needed.
- **Continuous Feedback:** Provide ongoing feedback and adjust as needed.

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?

We plan to have all the team members share each role during the project apart from the project lead role.

Project Lead: Murthy Kanuri

- Primary responsibility is to keep an overall track of project progress, readjust the schedule if needed and update participants, schedule meetings and resolve arising conflicts/issues etc.

Data Analyst(s):

- Data cleaning, exploratory data analysis (EDA), statistical analysis, and modelling — essentially all things data. In addition, carrying out responsibilities of the data pipeline, data quality, and result interpretation.

Data Visualization Specialist:

- Will produce clear and meaningful visualisations for inclusion in the report. This individual will choose appropriate charts, maps, visuals to disseminate findings and collaborate with data analysts on visual aspects.

<p>Report Writer:</p> <ul style="list-style-type: none"> • This person collects the findings and insights and structures them appropriately into a report, with specific mention of the word count and the project's objective. This person is responsible for narrative clarity, language, and coherence. <p>Quality Assurance (QA) Reviewer:</p> <ul style="list-style-type: none"> • Verifies that the final report, visualisations, and code are delivered as expected—with accuracy and consistency—and fulfill all quality assurance criteria described for the project. Includes service for checking the delivery, correcting errors, and managing the quality of the final outgoing text.
<p>CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?</p>
<p>Dealing with Non-Performance</p> <ul style="list-style-type: none"> • The Project Lead will personally discuss a team member performing poorly to understand what is going wrong and how the member can be assisted. • If the problem persists, the team will discuss it and its possible solutions with utmost regard for one another and the tasks and members involved. • Where the situation persists without any positive resolution, the team might escalate to a management officer, citing previous attempts to rectify the problem. <p>Disagreements Resolution</p> <ul style="list-style-type: none"> • Constructively resolve the conflict by discussing the critical issues, not the people involved. Everyone should have the opportunity to express his or her opinion. • Seek consensus, but in the absence of agreement, follow the majority view provided all members were encouraged to speak. • Where there are still issues, incorporate a third party who can be objective in the process, such as a supervisor.

By signing this contract, we confirm that:

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

Murthy Kanuri 28/10/2024

Team member name and date

Maria Ingold 28/10/2024

Team member name and date

Dinh Khoi Dang 28/10/2024

Team member name and date

Ahmed Husain 28/10/2024

Team member name and date

Team member name and date