**Group Contract Assignment**

**Due Friday, Nov. 11**

A Group Contract is a document prepared by each group prior to starting work on group projects. Students should be held accountable and responsible for their own actions. Students will develop their own ‘rules of engagement” through development of a group contract. This contract provides an opportunity for your group to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of group members. For the contract to be valid, submit the signed and dated original contract to me by the specified deadline on Brightspace. This document is more for your group than it is for me, so feel free to tailor it to your group’s needs.

Grading criteria:

100—Detailed, thoughtful responses with serious consideration given to communication, leadership, documentation, and breaches of contract.

75—Contract is general with moderate evidence of effort. Breaches of contract given little attention and answers tend to lack detail. Unevenness makes the contract’s enforceability difficult.

50—Contract is unenforceable. Clauses lack detail. Minimal effort evident.

0—Not turned in/incomplete.

**Name of Company for Group:** Marine Team

**Group Member Name, Email, Phone, Other Contact**

1. **Corentin Favier,** [**favierc@wit.edu**](mailto:favierc@wit.edu)
2. **Alexander Men,** [**mena1@wit.edu**](mailto:mena1@wit.edu)

**Goals**

1. What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?

Our goal is to apply the data science knowledge, such as numpy, pandas, matplotlib, etc..., we gained from this class to a real dataset. We aim to find correlations in the dataset to draw conclusions regarding abalone age in comparison to its various attributes. We intend to develop strong skills in visualization with matplotlib and learn good data science best practices through the use of numpy and pandas.

**Group Procedures/Roles**

1. Decisions made by consensus or majority?

As we are only two people, decisions must be made by consensus.

1. Day, time, and place for regular group meetings (groups must plan to meet once a week through project completion).

Meetings will be every Thursday from 5-7 pm in our living room.

1. Preferred method of communication (email, cell phone, Teams, text, face-to-face) in order to inform each other of group meetings, announcements, updates, reminders, problems.

The preferred method of communication is face-to-face.

1. Who will be the group leader? Why? The leader is responsible for leading discussion with open-ended questions, encouraging all group members, facilitating brainstorming by summarizing and clarifying group comments, checking for consensus or questions from group members, and communicating with the instructor about any group issues (feel free to add other responsibilities).

Corentin is the group leader. Why? It was decided by consensus.

1. Who will be the organizer? Why? The organizer schedules meetings, keeps the project on track, thinks about the ‘big picture’, ensures meetings follow a timeline/agenda, and takes notes at meetings to send to everyone afterwards (feel free to add other responsibilities).

Alex will be the organizer. Why? Consensus.

1. Who will be the editor? Why? The editor edits completed work, compiles different pieces of reports/presentations from different group members to create ‘flow’ and consistency, and makes sure all sections are accounted for before they submit it for the group (feel free to add other responsibilities).

The editor will vary depending on who finishes their work after the other. Whoever finishes last compiles the other person’s work as well. Why? Consensus.

1. Method for setting and following meeting agendas (Who will set each agenda? When? How will group members be notified/reminded? Who will be responsible for the group following the agenda during a meeting?)

Alex will set the agendas. Corentin will be notified via door knock every Thursday.

1. Method of record keeping (Who will be responsible for recording and disseminating minutes? How and when will the minutes be disseminated? Where will all agendas and minutes be stored?) **Provide link to the shared folder you will be using.**

Alex will do the record keeping.

[Link](https://mywentworth-my.sharepoint.com/:f:/g/personal/favierc_wit_edu/EtI5m72yrFFCvn_Kb_RSx84BqdrU-PGlEirOSWdq4JI8lw?e=8jhqmv)

1. Procedures in the absence of a group member, i.e. FTX, sports obligations, sickness. (Will the group meet with one member absent, or trust all members to be present?)

Meeting is cancelled in the absence of a group member. Meeting is delayed 1 day to Friday 5-7 pm.

**Group Expectations**

**Work Quality**

1. Project standards: What is a realistic level of quality for group presentations, collaborative writing? How will you ensure that you meet those standards (writing center, seeking feedback from instructor, multiple drafts, etc.)

|  |  |
| --- | --- |
| Standard | Strategies |
| Readable and efficient code  Cohesive and engaging presentation | The team will have a weekly code review as part of the weekly meeting.  The meeting will contain a time to make sure all members understand the contents of the entire presentation. Pieces of the presentation are allocated to each member. |

**Group Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

|  |  |
| --- | --- |
| Potential Challenge | Solution |
| Uneven contribution to project | * Complete the project plan * Properly and fairly separate the roles and contributions to the project * Clear deadlines * Talk honestly with the person who is not completing their work and make a day-by-day plan with them to achieve their tasks * Assist the group member who is not completing their work if necessary. |

1. Strategies for encouraging/including ideas from all group members:

|  |  |
| --- | --- |
| Potential Challenge | Solution |
| Someone working ahead without proper consensus  Not having time to share ideas | Proper allocation of work and all additions to the project must be agreed upon by the team  5 minutes minimum each weekly meeting for sharing new potential ideas |

1. Strategies for keeping to your deadlines:

|  |  |
| --- | --- |
| Potential Challenge | Solution |
| Struggling to find time to complete the work | Discussing with other group members to figure out a plan for completing on time  Proper time management |

1. Strategies for addressing scheduling problems:

|  |  |
| --- | --- |
| Potential Challenge | Solution |
| Lack of contact | Knocking on the door of the group member and face-to-face discussion |

**Personal Accountability**

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

All group members are expected to attend and participate in the meetings and warn if there are time conflicts.

1. Expected level of communication with other group members:

All group members are expected to communicate ASAP with the rest of the group as necessary if there are any problems.

**Consequences for Breach of Contract**

What procedures and penalties do you wish to implement in the case of “slackers” or group members who deviate from your Group Contract?

Every group will be expected to do this:

1. **Peer Evaluation**; Each group will perform some form of peer evaluation. Keep these guidelines in mind:

* You cannot change any aspect of the group contract, particularly the ‘Procedures” of this section, once the signed contract has been submitted. Therefore, be very specific here and spend time thinking about this section. The only way I will accept a change to your contract is if all members of your group sign and date a written amendment to your initial agreement.
* Each member will turn in an evaluation for each member as part of the project reflection. The evaluations will remain anonymous.

In your group, you will also:

1. **Procedures for handling infractions, including repeat infractions, of any of the obligations agreed to in this contract:**

The first two infractions will serve as warnings. On the third infraction, the other group member will inform the instructor about the issues and try to figure out a solution to stop encountering infractions. After more infractions, the instructor will be informed once again and the consequences will show on the Peer Evaluation.

**Agree and Sign**

1. I participated in developing 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 abide by the penalties as stated in this contract.

Printed Name: Corentin Favier

Date: 11/14/2022

Signature: Corentin Favier

Printed Name: Alex Men

Date: 11/14/2022

Signature: Alex Men