**Team Contract**

Team Name: \_\_\_Group 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
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| * Complete a concise business-oriented 1000-word analytical report that meets all marking criteria * Develop/refine technical skills (in data cleaning, regression, clustering, and business interpretation of ML results) * Understand usefulness and limitation of ML in real life issues * Develop/refine soft skills (in teamworking, communication, and report-writing in a collaborative setting) |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| * Attend all scheduled meetings * Communicate progress regularly through the WhatsApp group chat / Zoom etc. * Respect each other’s ideas and provide constructive feedback * Contribute your 100% for the benefit of the whole team - do not over burden one individual. * Be willing to share any knowledge to our peers and help each other |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| * Come prepared to meetings having read the dataset/assignment instructions * Share ideas openly before making decisions * Constructive criticism is essential * All members are equal & should be treated with respect |
| 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? |
| * Project lead (oversees timeline, ensures deadlines are met, facilitates communication) * Rotation of roles not required due to short project length, but collaboration is encouraged * Editor/quality checker (ensure of consistent tone, structure, word count, and business style) * Split the work equally across members to have equal work load. |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| * Disagreements will first be discussed respectfully within the team (if unresolved, the project lead should make the final call) * Equal contribution will be reflected in peer evaluations |

By signing this contract, we confirm that:

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

Gayathridevi Durairaj 06/09/2025

Team member name and date

Theodoros Theodorou 06/09/2025

Team member name and date

Pitshou Bokoro 06/09/2025

Team member name and date

Sabanathan Rubanathan 06/09/2025

Team member name and date