

# Team Work Contract

## DSCI 524 Group 2

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## Expectations

- Time expected: 4 hours per week (subject to change based on Monday meeting)
- Submissions should meet the required criteria
- Meet 2x a week:
  1. During lab time (Monday 2-4 pm)
  2. Fridays 2 pm (depending on availability)
    - Individual tasks ~80% completed (subject to change based on Monday meeting)
    - See GitHub issues for discussion
    - Finishing touches to be done Friday night following second meeting (discussion on whether work is to be done on Saturday based on state of work on Friday)
- Rotate responsibility of Milestone submission

## Communication

- Use Slack channel for urgent/"conversation"-like questions and clarifications
- Use GitHub Issues to document "Week" meeting minutes (created during lab time on Monday)

## Code Quality

- All functions must have at least 2 tests
- Code must be formatted properly based on PEP8 standards
- Correct spacing
- Docstrings

## Workflow steps

1. Create a GitHub Issue
  - If *Meeting Notes*, move to 'Done' column of Kanban board

- Otherwise, move *task* to 'ToDo' column of Kanban board
- 2. Under development in GitHub, create a new branch for the issue
  - Move *task* to 'In Progress' column of Kanban board
- 3. Checkout and work on the branch locally
- 4. Push the branch to GitHub
- 5. Create a pull request
  - Move *task* to 'Pending Approval' column of Kanban board
- 6. AT LEAST one approve before merging
- 7. Merge branch to main
  - Move *task* to 'Done' column of Kanban board

## Breach of Contract

1. **First Breach:** Warning (documented on Slack)
2. **Second Breach:** Discuss with the whole team
3. **Third Breach:** Escalate to instructor/ TA