Computer Science 2XC3 - Lab I

The goal of this lab to help you form your groups and understand how to use Jupyter Notebook and Git on your machines. These tools will be essential to write all software individually and in teams. Download this lab assignment from Avenue and complete the below tasks.

1. Form a group of 2-3 students within your own lab section. Feel free to use the class MS Teams channel to reach out to potential members. When you post a message on Teams, make sure to include your Lab Section in the message and the number of members you are seeking. You can also ask the TA of your lab section to help you find your group mates. Do not wait until the last minute to do this.

2. Discuss within the team, a) the expectations from each member on being a **team player**, as well as an **individual contributor**, b) culture and norms on handling unexpected issues such as health and personal crisis, c) protocols for providing timely and constructive feedback on each other's performance to ensure team success.

3. Register your group with the TA by giving them the MAC IDs of all your group members. They will create a group on Avenue, where you will submit this completed document (and all other future documents). Instructions on submission are included at the end of this document.

4. Complete the below Team Contract by briefly answering all the questions. **Please ensure that each response reflects the opinions and thoughts of all members with considerable agreement amongst the group members**.

Team Contract

Part 1: What will be your group's communication protocol? Discuss about the tools/technology that you will use (e.g. email, text, Teams, etc.) and a reasonable timeline of expecting a response? For instance, when there is no submission deadline, replying to an email withing 1-2 business days might be reasonable. However, this delay will hamper team progress when your work is due tonight. Pleas discuss these expectations and your short response below.

1. We will communicate over a social media group chat to organize deadlines and expectations.
2. A reasonable timeline for a response would be within a couple hours during the day that an assignment is due and on other days a 1-2 business day response would be expected.

Part 2: Describe below, what would be a reasonable penalty if team members **repeatedly** fail to adhere to the above communication agreement. This penalty is not to single out individuals and penalize them but to ensure that every individual is aware of the consequences of not communicating timely with their team. The penalty you suggest below will be imposed on the entire team in circumstances when individuals fail to communicate with each other.

1. If a member repeatedly fails to adhere to the above communication agreement, we will get in contact with the TA and or professor to discuss further actions. A reasonable penalty would be shifting a greater load of work onto the team member for the given lab.

Part 3: Describe below the technology you will use to **collaborate** with each other (e.g Colab, VS code extensions) and **maintain version control** (e.g Git, SVN).

1. We will use a shared GitHub repository to keep track of our individual labs (in seperate folders) and to maintain a version control.
2. In addition, each member can write code in their desired IDE and we will work together collaborately during lab time as well.

Part 4: What would be the team's policy when a team member fails to work due to a legitimate reason (MSAF)? In this class, if a student submits a MSAF for an assessment, the corresponding grade weight will shift to final exam. For instance, if you submit an MSAF for a graded lab with 10% grade weight, your final exam will weigh 40% instead of 30%.

However, it is unfair distribution of workload when only a few team members submit the assessment while others MSAF it. Therefore, the lab weight will be shifted for the entire team or will not be shifted for anyone. Please explicitly state what will be your team strategy to respectfully handle such situations. Some options are:

- The team submits the assessment, and the person who is MSAF-ing it will take up x% workload for the next assessment.
- The team will vote and decide whether to submit or MSAF it.

1. If a team member uses an MSAF for an assignment, the team will vote to decide if we all wish to MSAF the assignment or, if voted upon, the rest of the group will submit the assessment and the team member who used their MSAF will be expected to take up a greater portion of the next assignment.

Part 5: Describe below how would you resolve team disputes. The TA team and me will be available to resolve disputes that are beyond your control. However, the team members should make an honest attempt to respectfully resolve the issue amongst themselved before you email me or the TAs. Please describe below what that attempt would look like

1. All team members will put in their greatest effort to resolve internal issues respectfully related to work, timing, and expectations. We promise to put in our best effort into handling these problems by continously keeping in contact with each other and trying to be as flexible and reasonable as we can. In the event that a team dispute falls out of the other members hands, we will contact the TA and or professor for further guidance.

Part 6: In the box below, state any other material you wish to include in your team contract.

N/A

Submitting the Notebook

Covert your jupyter notebook into a PDF file and submitted the PDF file. You will be performing this step to submit ALL your lab work, mid-terms and your final project, so make sure you are able to execute this effciently. Please take help from a TA to understand how to convert a Jupyter Notebook to PDF files. Please try this step ASAP and report any issues you face.

Please include your team names and Mac Ids in this section.

Team Member 1: Sasha Robinson (robins46)

Team Member 2: Yan Bao (baoy41)

Team Member 3 (optional): Muhammad Muneeb Hassan (hassam85)

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