

GROUP 18 PROJECT: TEAMWORK CONTRACT

Goals

What are our team goals for this project?

- To create a safe space for all members to be able to express their opinions (being inclusive)
- Build on statistical inferential concepts and draw conclusions.
- Show up on time to the meetings and divide the work fairly among all members
- Be respectful of all members.

What do we want to accomplish?

- Meet all the project deliverables and deadlines safely.
- Get a 90+ as the final project grade.
- Get a better understanding of the course material and learn to apply it practically.

What skills do we want to develop or refine?

- To improve communication and collaboration skills
- Critical thinking and problem solving skills
- Work on creating effective inferences and comprehensible data summaries and visualization.
- Effectively using statistical techniques like confidence intervals etc.

Expectations

What do we expect of one another regarding attendance at meetings, participation, frequency of communication, quality of work, etc.? What are our internal deadlines? (Warning: if working on separate parts, do not aim to put all the parts together on the last day – it takes time to integrate multiple parts.)

What do we expect of one another regarding attendance at meetings, participation, frequency of communication, quality of work, etc.?

Attendance at meetings and participation

Attendance is mandatory but in case of missing a meeting make sure to catch up and do the work before the next meeting

Frequency of communication: Meeting twice a week (8 times before the proposal is due).

Quality of work: Evenly distribute the workload while taking a member's preference and strengths into consideration.

Internal deadlines: At Least 2 days before the actual deadline

Policies & Procedures

What rules can we agree on to help us meet our goals and expectations?

- If you are unable to make it to a meeting then inform the other members at least 4 hours before the meeting.
- Keeping a log of our meetings to note the attendees and their participation work.
- Make a group chat to effectively communicate the project work divisions and expectations.

Consequences:

How will we address non-performance regarding these goals, expectations, policies and procedures?

- Communicate the issue to the member and hold a discussion regarding the reasons behind the non-performance and suggest ideas so that it does not happen again in the future.
- If a member does not participate at all and is not willing to communicate then they will be reported to the TA.

Members:

Dua Khan
Sohbat Sandhu
Advitya Mittal