Team contract for capstone project Network Intrusion Detection

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Kerry Jones, kmj2ge

Julina Zhang, jyz3uh

Three sections:

1. logistics
2. expectations
3. consequences

Logistics:

A. **Github repository & Google drive collaboration**

   The Github repo https://github.com/ts7fx/DS-Capstone.git will be used to store all documents regarding this capstone project.

   Google drive will be used primarily for real-time collaboration on document drafting. For example, writing different parts of the same report simultaneously.

B. **Meetings**

   The team will meet with Dr. Brown at Olsson 102c every Monday at 1pm

   Additional team meetings will be scheduled ahead of time. Such meetings shall take place at least once per week. A preferred time would be on Sunday, which is one day prior to the meeting with Dr. Brown.

   If a team member cannot show up for the meeting, then he/she should notice the other team members at least 24hrs prior to the scheduled meeting time.

   However, if all team members agree on adjusting meeting time anytime prior to a meeting, then the meeting will be re-scheduled.

   Trivial rules regarding meetings:

   i.   For any coding practices during team meetings, pair-programming should be adopted when possible for better efficiency.
   ii. Members should not use cell phone during meetings.
   iii. Take a 5-10min break every one hour if the meeting lasts longer than one hour.
   iv. For the write-up, every team member should work on his/her own part. One person should be responsible for compiling different

pieces together into a comprehensive document

C. **Roles and Responsibilities**

There will be __ types of roles:

    i.   Person in charge of compiling document so that the document has a consistent style in wording --- take turns
    ii. Person in charge of keep github and google drive updated --- Tianye
    iii. Main programmer - who reviews and makes code more readable and efficient --- take turns
    iv. Person who handles meetings --- Julina
    v.   Person in charge of outreaching --- Kerry

D. **Decision making process**

The will of the majority prevails. The team will vote on decisions.

Team members should not hesitate in making constructive criticism. Team members should not take such criticisms personally.

E. **Method of making changes to the contract**

Changes will be made to the contract if ALL agrees.

F. **Expectations:**

Expectations of the quality of work --- publishable work.

Expectation of the level of communication --- say opinions straight-forwardly during meetings

Everybody is expected to take the leadership role, so be ready.

Expectation of trust

    i.   Sign the honor pledge
    ii. Science is based on trust

G. **Consequences:**
    a. Rewards and punishments

        For whoever is late for the meeting, one pushup/squat per minute late or buy coffee for the team

        For team member with outstanding contribution, other team members should offer the sincerest compliment and respect; also maybe buy him/her a coffee.

b. For team member that does not contribute fairly, the team should talk about it first. If the issue persists, then go to advisor for help.

Signatures of all team members

Tianye Song: _____   **date:**

Kerry Jones: _____   **date:**

Julina Zhang: _____   **date:**

b. For team member that does not contribute fairly, the team should talk about it first. If the issue persists, then go to advisor for help.

Signatures of all team members

Tianye Song: _Tianye Song_   date: 9/6/2016

Kerry Jones: _(signature)_   date: 9/6/2016

Julina Zhang: _(signature)_   date: 09/06/2016

On my honor as a student,
I will honor this agreement.

Tianye Song

(signature)

(signature)