

Teamwork Contract

Project Name: Annotation of LinkedIn Posts for Categorization and NLP Applications

Team Members: Zhengyi Shan, Timothy Christilaw, Kartik Sirwani, Muhammad Mujtaba Khan

1. Our Goal

Successfully complete the "Annotation of LinkedIn Posts for Categorization and NLP Applications" project with high quality by maintaining effective collaboration, clear communication, and efficient task management while adhering to deadlines.

2. Work Distribution

We will have weekly team meetings and discuss the role of each person for the week. Based on the role, we will ensure each person does the work as per their allocated role. Work will be assigned in such a way that each role gets equal importance. If a member completes their share of work, they will help other members. Another thing that we will ensure is that each member reviews the code of another person, ensuring that work is distributed equally.

3. Work Hours

Each member is expected to devote a minimum of 4–6 hours each week, including meetings, discussions, and coding.

4. Communication

- We will meet in person during the colx523 lab (2:00 PM–6:00 PM on Wednesdays). The meeting agenda for this session will be to decide the current week's tasks and complete any pending deliverables from previous weeks.
 - A second optional virtual meeting will occur on Fridays, with the objective of discussing completed action items and addressing any roadblocks. We will also stay in touch via Slack.
 - The scrum master for the given week will keep track of meetings, meeting minutes, and the duration of each meeting. We can record meetings on Zoom if required to review them later.
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5. Behaviour

Some behaviour traits are unacceptable, such as failing to attend meetings without prior notice or explanation. Another key expectation is that team members respect each other.

6. Style of Working

We will adopt an asynchronous style of working so that each member can contribute independently and is not dependent on another member. We will collaborate via pull requests and integrate code and tasks as needed. Our approach will follow agile methodology, using GitHub to track issues and progress.

7. Code Quality and Review Process

Quality of Work

Each member is expected to :

- Follow the agreed contract
- Adhere to best coding practices
- Meet deadlines
- Complete assigned tasks as per the scrum master's distribution
- Maintain a rigorous code-review process via pull requests before merging

Code Review

Throughout all sprints, we will follow this review mapping to ensure accountability:

- Timothy will review Zhengyi

- Zhengyi will review Kartik
 - Kartik will review Muhammad
 - Muhammad will review Timothy
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8. Scrum Leadership

Each week, one team member will take on the scrum leader role, responsible for ensuring equal workload distribution and making sure everyone contributes:

- 1st week: Zhengyi Shan
 - 2nd week: Kartik Sirwani
 - 3rd week: Muhammad Mujtaba Khan
 - 4th week: Timothy Christilaw
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9. Deadlines & Accountability

We will complete tasks by the agreed deadlines (Saturday at 11:59 AM). If a delay happens, we will notify the team in advance.

10. Conflict Resolution

We will discuss any issues respectfully and work together to find a solution. If necessary, we will seek guidance from mentors (Jungyuel and Garrett).

11. Member Skill Ratings (Self-Reflection)

Each member has reflected on their skills in the following areas (rated on a 1 to 5 scale):

- Communicative – Clearly understanding and communicating sprint expectations, ensuring steady progress
- Analytical – Taking a broader view of the project and anticipating future needs
- Creative – Generating new ideas and inspiration for the project
- Synergistic – Bringing different components together to form a cohesive whole, working effectively with teammates

Zhengyi Shan

- Communicative: 5/5
- Analytical: 4/5
- Creative: 5/5
- Synergistic: 5/5

Timothy Christilaw

- Communicative: 4/5
- Analytical: 4/5
- Creative: 5/5
- Synergistic: 5/5

Kartik Sirwani

- Communicative: 4/5
- Analytical: 5/5
- Creative: 4/5
- Synergistic: 5/5

Muhammad Mujtaba Khan

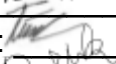
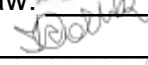

- Communicative: 4.5/5
- Analytical: 5/5
- Creative: 3.5/5
- Synergistic: 4/5

These ratings will help us understand each person's strengths and tailor our teamwork approach accordingly.

12. Final Agreement

By signing below, we agree to follow this contract and work together to complete the project.

Signatures:

Zhengyi Shan : ZHENGYI SHAN Date: 02/12/2025
Timothy Christilaw:  Date: 02/12/2025
Kartik Sirwani:  Date: 02/12/2025
Muhammad Mujtaba Khan:  Date: 02/12/2025