

Communication Covenant



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Team Contact Information

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Agreement Terms

Meetings

- The team will meet with each other in person for at least 2 hours each at least once a week outside of class. Each week will depend on the schedule and availability of each team member.
- The team will meet with sponsors at least once every two weeks (bi-weekly) and communicate with them via email every week.
- All team members will be expected to work individually on their tasks and responsibilities during non co-working hours.
- All team members are expected to be present at team and sponsor meetings, unless given advance notice.
- If a team member is late or missing from a meeting without notice, he/she will be expected to catch up with the team's progress. If it becomes consistent, the team will bring up their concerns to the professor and TA.

Communication

- All team members will use GroupMe, email, Facebook, and phone (call//text) to communicate with each other.
- All team members will check their GroupMe messages and emails daily.
- All team members will be expected to respond to all emails, GroupMe messages, texts, or phone calls, when applicable to them, as soon as possible.
- All team members will contribute equally to the project, and will deliver their responsibilities on time and professionally.
- All team members will regularly seek help from each other when needed.

File Management

- The team will use Google Drive/Docs to work on documents collaboratively, and will post all final versions on GitHub for the professor and TA. Project development (coding) will take place on GitHub.

Spring to Fall

Last Spring it was very easy for our team to meet with each other at least twice or three times a week because all of our schedules were flexible and/or free, so we were able to set meeting times in stone. This quarter, it's going to be difficult for our group to meet as often since our class and work schedules all conflict with each one another. Because of this, it will be important for our team to make sure that as individual team members we execute our responsibilities on our own so that our project as a whole stays on track. Communication and motivation to do work alone are going to be key for us this quarter since we won't be able to co-work with each other as often. Overall, our team worked well together last Spring and we have been continuing to do so this quarter as well.