

# **Team Contract**

## **Communication**

1. Team Meetings: We will meet once a week on Tuesdays at 3:30pm to 5pm to give each other updates, and go over plans for the following week.
2. Contact: We will use a text group chat as our primary form of communication. Secondary forms will be discord and email.
3. Check in: We will each provide a midweek check in about our progress and potential errors we are running out.

## **Collaboration**

1. Distribution: Each team meeting, we will commonly agree on a workstream for the following week. We will distribute tasks based on preferences, interest, and skills.
2. Time Commitment: To ensure that work is balanced, we will each dedicate 2 to 4 hours a week of independent work to the project.
3. Organization: We will work together on setting up a base of classes and running our code on the main branch on github before either allowing each member to have their own branch on Github or have a specific task as a branch. Before any of us makes a pull request, it must be approved by another team member.
4. Conflict Resolution: Everyone is expected to come to meetings at the specified time. If a member is repeatedly late, we will reiterate our team goals, and take action. If a team member is unable to complete a task, the other two will assist them. If there is a disagreement, we will involve a third party to make the final decision.

## **Signatures**

Ruhi Choudhury

Sam Madhan

Akash Sannasi