

## Week 2 : Team Contract

### Remote Communication Rules

We will communicate in our Facebook Messenger group chat. Responses are expected within 12 hours. If we are communicating within 3 days before a due date, responses are expected within 5 hours.

### Work Structure

Because scheduling regular meet-ups may be difficult, we expect to do much of the work individually. Responsibilities will be split up equally to the best of our abilities, and in general teammates will choose what parts they prefer to work on. In the case of gaps or overlap (something no one wants to do or if more than one person wants to do the same thing) we will do our best to be mutually understanding and communicative and work out a solution. We will keep each other accountable so that one person does not work too much / too little.

All team members will be transparent with each other concerning additional workload outside of 6.170 on a weekly basis in order to match each member with the optimal weekly sub-task(s) and brief other members on when to expect the completion of said sub-task(s).

Although code will be written by individuals, all team members should be involved with the technical aspects of the project. All code should be documented well.

### Assignment Submission

Before the point person submits the assignment, all team members will read through the submission and provide comments/feedback, leaving sufficient time for the point person to make edits and submit in time.

### Surprises in Operations

If a team member is unable to complete work, they must message the group chat ASAP, letting the team know. No personal explanation is required. Another team member(s) should volunteer to take over the remaining work. When a team member is struggling with understanding/doing an assignment, they should feel free to message the group chat for help.

### Taking Turns in Conversations

Team members are expected to monitor their own behavior. If you think you're talking too much or responding too soon without giving others a chance, slow down to give others a chance. Also, be open-minded and receptive if you are confronted by others regarding such an issue.

## Handling Team Conflicts

For minor problems, members should practice open and honest communication with the team in order to resolve the situation. All issues raised must be taken seriously, even if not all team members agree that it is an issue. We will not dismiss members' thoughts or feelings. However, because being direct can sometimes be difficult (understandably), the member also has the option of going to that week's point person or another team member with their issue. The point person or team member can then raise the issue/advocate for the member while keeping them anonymous, and we can discuss how to find ways to move forward as a group.

If we have any serious issues—say a teammate is consistently dropping the ball or suddenly ghosts us—the week's point person should reach out to the teammate to see if they are doing okay and aren't in dire straits. If the problem is *not* personal circumstances, it's a problem with the person, and the member's behavior doesn't improve, the team can collectively agree to go to our TF or the professor.

Signatures: Tiange Wang, Yingchen Liu, Charles Wu, Nehemiah Seblu

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## Team WLWS

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