

Team Contract

Communication

1. Team Meetings Our team will meet 1-2 times a week to delegate tasks to each other between meetings and to catch each other up on progress. The meetings will take approximately 30 min unless there is an issue a teammate can't solve, where we will spend extra time to figure out together. We will use zoom to host the meetings or meet in person. We will also rotate the position of note taker for each meeting so each person is note taker an even amount of times. We will record the topics discussed and future plans.
2. Assistance Our team already has a group chat where we can reach each other if we have an issue. We hope to respond immediately if someone has a question, even if it is just saying your availability on when to help them solve the issue later on. We hope to fix issues during/before the next meeting we have.
3. Respect All of our team members already know each other from previous classes/extracurriculars, so we are all very comfortable with talking to each other and sharing our thoughts. We will also take notes on everyone's ideas during our meetings so no one's ideas are wasted.

Collaboration

1. Work Distribution We will outline everyone's strengths and weaknesses and delegate tasks from there. We will also do pair programming so everyone is held accountable by their partner to complete tasks on time. We will switch these pairs every week. If a pair cannot finish their assigned task within the assigned time period because it is too hard, we will all try to finish the task together during our meeting times. If the pair cannot finish because they did not have enough time, the team will give them extra time but expect them to pick up a heavier task the following week. We will also map out a timeline of all the tasks needed to be done so everyone can get a general idea of our project going forward before assigning themselves a task with a partner.
2. Time Commitment We expect the hours of work per week to fluctuate between week to week and pair to pair, as some weeks/tasks are busier/harder than others. However, overall we would like everyone to invest roughly the same amount of time, which is why we hope to plan out a timeline to make sure that this is achieved. All of us have extracurriculars and exams that may get into the way of our project, but we will discuss all of our availabilities before we meet to make sure everyone can make the meetings. Since the meetings are just there to

catch base with each other and switch up the tasks, there should not be much issue if someone cannot make it from time to time. The partners can figure out availability on their own, but if they simply cannot find a time to work together/cannot find a solution in general, then we can switch up the pairs or give them individual tasks until the next meeting. If one member lacks behind, we will discuss the issue with them and go from there.

3. Conflict Resolution We have briefly touched upon this earlier, but to reiterate, we will catch up with that team member to make sure everything is going fine. From there on, we will talk about the best course of action, whether that be to give them more time, to switch up their partners, etc. If the issue continues to happen, we will talk to that member again to remind them to do their work or come to meetings on time. If timing is a big issue for 2 or more members, we may just restructure our meetings and tasks to fit their schedule more, such as do more individual tasks or have a more drastic workload week-to-week balance depending on their schedule instead of an even week-to-week work balance. If the issue still persists, we will then go talk with our mentor.

Signatures

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