

Team 7 Contract

Aaron, Jacob, Joaquin, Om, Samarth, and Vlad

1. Team Vision and Goals

We strive to function as a team that:

- 1.1. Communicates openly and respectfully.
- 1.2. Supports each other's learning and contributes to shared progress.
- 1.3. Works together to build a high-quality capstone project we can all be proud of.
- 1.4. Maintains a positive and collaborative environment throughout the term.

2. Expectations for Meetings

2.1. Attendance and Punctuality

- 2.1.1. We aim to attend all team meetings and arrive on time.
- 2.1.2. If someone can't make it, they will let the team know in advance when possible.

2.2. Preparedness

- 2.2.1. Members will come ready with updates or work completed since the last meeting.

2.3. Participation

- 2.3.1. Everyone is encouraged to contribute, ask questions, and engage in discussion.

2.4. Meeting Notes

- 2.4.1. One person (rotating weekly) will record key decisions and action items.
- 2.4.2. Notes will be stored on GitHub.

3. Communication & Collaboration

3.1. Frequency

- 3.1.1. We will check team messages daily or as reasonably often as possible.

3.2. Communication Norms

- 3.2.1. We will be respectful of each other's time and perspectives.
- 3.2.2. We aim to avoid interruptions, talking over others, or dominating discussions.

- 3.2.3. If there is ever confusion or disagreement, we will clarify it calmly and constructively.

3.3. Channels

- 3.3.1. **WhatsApp:** general communication and quick questions
- 3.3.2. **GitHub:** issues, pull requests, and technical discussions
- 3.3.3. **Zoom:** If we ever need to meet virtually

3.4. Collaboration Process

- 3.4.1. Tasks will be posted in GitHub Issues and our team project board.
- 3.4.2. Members will assign tasks to themselves or discuss distribution together.
- 3.4.3. Before merging work, we will do at least 2 peer reviews.
- 3.4.4. We will avoid redoing someone's work without checking with them first.

4. Task Distribution & Work Quality

4.1. Where Tasks Live

- 4.1.1. All tasks and deadlines will be tracked on GitHub Projects/Issues.

4.2. Picking Up Tasks

- 4.2.1. Members choose tasks based on availability and areas they feel confident in, or we assign them collaboratively.

4.3. Avoiding Overlap

- 4.3.1. We will communicate when starting a task to ensure nobody duplicates work.
- 4.3.2. Short daily updates help everyone stay aligned.

4.4. Accountability

- 4.4.1. We aim to complete tasks on time and ask for help early if we get stuck.
- 4.4.2. We will give each other constructive feedback to maintain code quality.

5. Commitment to Avoid Inappropriate Behaviour

5.1. Respect and Dignity

- 5.1.1. Treat all team members with respect, regardless of background, identity, or experience level.
- 5.1.2. Avoid any form of harassment, discrimination, bullying, or intimidation.
- 5.1.3. Refrain from making offensive comments related to gender, race, ethnicity, religion, disability, sexual orientation, or any other personal characteristic.

5.2. Professional Conduct

- 5.2.1. Use appropriate and professional language in all communications (written and verbal).
- 5.2.2. Avoid personal attacks, insults, or derogatory remarks—even during disagreements.
- 5.2.3. Respect personal boundaries and privacy of team members.

5.3. Academic Integrity

- 5.3.1. Complete our own work honestly and give proper credit to others' contributions.
- 5.3.2. Avoid plagiarism, unauthorized collaboration, or any form of academic dishonesty.
- 5.3.3. Report any concerns about integrity issues to the team before they escalate.

5.4. Constructive Conflict

- 5.4.1. Address disagreements professionally, focusing on ideas rather than individuals.
- 5.4.2. Avoid passive-aggressive behaviour, gossip, or exclusionary practices.
- 5.4.3. If someone's behaviour makes us uncomfortable, we will address it directly and respectfully, or seek mediation from the team or TA.

5.5. Accountability

- 5.5.1. If any team member engages in inappropriate behaviour, we will follow the Resolution Strategy outlined above.
- 5.5.2. Serious or repeated violations may be escalated to the course instructor or TA.
- 5.5.3. We understand that inappropriate behaviour can result in consequences as outlined in the course policies.

6. Resolution Strategy

6.1. If a Concern Comes Up (First Time)

- 6.1.1. The team will talk together and make sure we understand the situation.
- 6.1.2. We'll write down what was discussed just so we all stay aligned.
- 6.1.3. We'll agree on what needs to change and set a reasonable timeframe.

6.2. If the Same Issue Happens Again

- 6.2.1. We'll have a second team conversation and document the steps we agree on.
- 6.2.2. If the concern continues and starts affecting the project, we may reach out to the TA for support.
- 6.2.3. As a last resort, we will follow the course's firing-clause procedure.
- 6.2.4. Our goal is always to solve problems together before involving instructors.



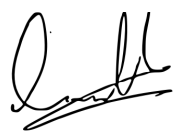
7. Ground Rules

We agree to:

- 7.1. Foster a respectful, inclusive, and encouraging environment.
- 7.2. Be open to giving and receiving feedback.
- 7.3. Support each other's academic and personal schedules when possible.
- 7.4. Share resources and help each other learn.
- 7.5. Celebrate team progress and successes together.

8. Signatures

By signing, we confirm that we discussed and agreed on the terms of this team contract

Name	Date	Signature/Initials
Joaquin Almora	2/12/2025	
Om Mistry	2/12/2025	
Vlad Petrariu	3/12/2025	V.P
Samarth Grover	3/12/2025	
Aaron Banerjee	3/12/2025	A.B
Jacob Damery	3/12/2025	J.D

