

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

