

# TEAM A CONTRACT

Q: Why are we doing this project?

A: First and foremost, we want to get experience working as a team and sharing responsibilities in the pursuit of a common goal. Moreover, we want to learn to build websites and implement them in a user-friendly way.

Q: What are the strengths of our team and its members?

A: Artem: Data cleaning and formatting, familiarity with AWS, talking to investors.  
Batmend: Algorithms, Math, HTML, CSS, Being jealous of people with cats.  
Roo: File manipulation, machine learning, taking pictures of cats.  
Rowen: Data Structures, MVC structures, upvoting pictures of cats.

Q: How will we capitalize on the strengths of each member?

A: We will use Trello to list all the tasks for our project, and then we will divide them between ourselves according to our skills. If someone gets stuck, it would be totally fine to switch them or help each other out.

Q: When will your team meet? What time, how often, for how long, where?

A: We meet at the library on Monday, Wednesday, and Saturday at predetermined times. We'll meet for between an hour and a half to two hours, depending on how long the specific task takes.

Q: What roles will members take on in your meetings? Is someone responsible for setting agendas, taking notes, facilitating discussions, etc?

A: We are going to discuss all this stuff before each session, provided that it is necessary. Agendas are set after the class and confirmed in the groupchat, and, instead of notes, we plan everything out in the same groupchat too.

Q: How will you communicate with each other? (to share work, to ask questions, notify the group if someone is running late or if someone will miss a meeting, etc)

A: We will use iMessage to maintain all our communication. Moreover, each person will review the code of the person above them in the list, so that we will always have anyone review each other's contributions.

Q: How will you make sure communication stays respectful? (How does your team define "respectful"?)

A: We're all decent human beings. We know how to talk differences out. "I don't know what else to say."

Q: What are the rules for dealing with a teammate who hasn't been communicating? How frequently should team members communicate / check in?

A: We will catch him before class time and have a respectful conversation about workload balancing. In all seriousness, we don't anticipate this to be an issue. We're all adult-ish and know how to not be bad group members.

Q: What technologies will you use to support team meetings and work? (Google Drive, Hangouts, Zoom, Facetime, etc)

A: We'll primarily use iMessage for communicating, and if someone is sick or cannot make an in-person meeting, we'll use Zoom.

Q: How will you make decisions? (Unanimous, consensus, majority rule, by assigned roles, rock-paper-scissors, etc.)

A: Consensus, talking it out. There's always a solution that can be found, especially when we're in such a small group and are already of a similar mindset.

Q: How will you divide the work?

A: See the answer below.

Q: How will you ensure that everybody participates meaningfully? How will you make sure that everyone's contribution is valued?

A: Each member will volunteer for a specific task, and we'll go around until no tasks remain. Checking each other's work will ensure that the job is done thoroughly and that nobody will fall behind.

Q: What expectations do you have for satisfactory participation? (How much time will each group member spend per week on project activities?)

A: We expect ourselves to distribute the work evenly and not be afraid to ask for help when something is too much to do for someone. We will not set hard-coded hour expectations too: it is totally fine if someone spends slightly more or slightly less time on their tasks.

Q: What process will you follow if someone does not live up to their responsibilities and/or meet the standards for work set by the team?

A: There's not a lot we can do without soldiering on. We understand that open communication is key. However, if the worst truly comes to worst, we will do the best we can with the available resources. We take responsibility for our individual actions and record our individual contributions.

Q: How will you address conflict or deal with disagreements within the team?

A: We all understand and accept that there will be conflicts. We will do our best to be calming agents and de-escalate the situation. We will separate the problem for a person and analyze it by listening actively. We will be specific and reasonable about our requirements and be willing to

meet in the middle. Ultimately, we will work with each other creatively and find a solution that is fair to all the members.