

# **Teamwork Contract**

**Team Members:** Zhiyang Zhou, Hui Yin Lam, Yushun Cheng, Vivienne Trang Dang

## **Purpose**

This teamwork contract is designed to outline our team's working relationship, expectations, and responsibilities to ensure a productive and respectful environment. It aims to prevent conflicts and provide a guide for resolving issues should they arise.

## **Distribution of Work**

- Our work will be distributed based on individual strengths, interests, and learning goals to ensure fairness and efficiency.
- Responsibilities for each task will be agreed upon collectively during our initial project planning meeting and reviewed regularly to ensure equitable workload distribution.

## **Expected Work Hours and Code Uploads**

- Team members are expected to dedicate approximately 6 hours per week to the project.
- Work hours are flexible; however, we encourage work to be uploaded by 8 PM on designated days to allow for timely feedback and revisions.

## **Group Meetings**

- Group meetings will occur every two days in person.
- Meeting agendas will be set 10 hours in advance, and minutes will be recorded and stored in the Google Drive.
- Responsibility for meeting agendas and minutes will rotate among team members.

## **Style of Working**

- We will adopt a hybrid approach, scheduling weekly hackathons for intensive collaboration and setting individual deadlines to ensure steady progress.
- Regular updates will be shared through regular meeting or written summaries, depending on the phase of the project.

## **Quality of Work**

- Each team member is expected to produce high-quality work that they are proud of and that meets the project's standards.
- Constructive feedback will be encouraged to maintain and improve the quality of work.

## **Availability**

- Team members will communicate their non-availability at the outset and inform the team of any changes as soon as possible.

## **Project Management**

- Project management responsibilities will rotate with each milestone to provide leadership experience and ensure democratic participation.
- The project manager will be responsible for keeping track of deadlines, tasks, and ensuring overall project cohesion.

**Code of Conduct**

- Respect, punctuality, and open communication are expected from all team members.
- Unacceptable behaviors, including but not limited to discrimination, harassment, and non-collaboration, will be addressed immediately.

**Code Review**

- Code reviews will be conducted in pairs, rotating weekly to ensure diverse feedback and learning opportunities.
- All team members are expected to participate actively in the code review process