Group contract

Expectation (5 Ground rules):

1. Every member of the group is required to attend a weekly 90-minute meeting on Microsoft Teams through a video chat session.

2. Every member of the group should use chat facility within the Teams channel.

3. Every member of the group should check and respond the important messages of the group channel at least once a day.

4.Every member of the group should be responsible to finish the effort distribution which has been discussed and agreed.

5. Every member of the group should help each other when they meet difficulties in the project.

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| **Title** | **Planned Start** | **Planned Due** | **Lead by** |
| Week 3 | | | |
| Demonstrable Outcome | [8/1] | [8/15] | [Angela Mao] |
| Description | [8/1] | [8/15] | [Dawn Aquino] |
| Professionalism | [8/1] | [8/15] | [Hien Tran] |
| Group Contract | [8/1] | [8/15] | [Junshuo Su] |
| Resources and Tools | [8/1] | [8/15] | [Matthew Andric] |
| Project Justification | [8/1] | [8/15] | [Ziqiang Lin] |

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| **Name** | **Strengths** | **Areas to develop** |
| Angela Mao |  |  |
| Dawn Aquino |  |  |
| Hien Tran |  |  |
| Junshuo Su |  |  |
| Matthew Andric |  |  |
| Ziqiang Lin |  |  |