

Communication:

1. Team Meetings

Our team will meet as often as needed for the project, but we will hold a first initial meeting to lay out our project goals. We have decided that we will meet once a week at minimum and possibly more if desired. We will use Discord or Zoom as the software for our meetings. We have decided that notes may/may not be taken.

2. Assistance

Teammates will be able to contact through Discord text chat. We have decided that responses should be given within at least 6 hours.

3. Respect

Our group is very respectful towards all of its members and everyone is encouraged to provide their ideas/opinions.

Collaboration

1. Work Distribution

We will distribute an even workload for each member during our weekly face-to-face meetings. For unexpected complications or unforeseen work, we will schedule a different in-person meeting that will match everyone's schedule.

2. Time Commitment

We are planning to meet on every weekend and expect to commit 10 hours per week. During the Thanksgiving Break, we are going to spend 5 hours per day on the project. All of us will stay in Champaign during the break, so there is no address commitment.

3. Conflict Resolution

If there is a disagreement between group members, we will ask our assigned mentor for further advice and opinions. If one or more members cannot finish their tasks on time, we will allocate members who are free to help him with the tasks. If one or more members are habitually late, we will friendly remind them to be earlier next time.

Signatures

x _____ Jae Lee _____

X _____ Lingxiao Mou _____

x _____ Boyou Han _____

x _____ William Zhao _____