

# Team Contract

## Communication

- I. Team Meetings
  - A. Our group will meet weekly (more or less as the group sees fit) to discuss overall progress and ask any questions on proceeding forward.
  - B. We will use Zoom or another video conferencing service.
  - C. Notes will be taken individually over what each person is assigned.
  - D. Team meeting notes may also be taken on group document during the meeting
- II. Assistance
  - A. Each member can receive help from other members at designated times for meetings as well as being able to reach one another through text and email.
  - B. As long as I am not preoccupied, I will respond to the best of my abilities.
  - C. If I am preoccupied, I will make time to respond when available.
- III. Respect
  - A. We will listen, consider, and ideally integrate everyone's opinions on larger aspects of the project while respecting individual choices in implementation of their assigned tasks.

## Collaboration

- I. Work Distribution
  - A. After the first major group meeting, we will assign each other parts based on strengths and weaknesses, and may have collaboration on major aspects while never overloading any member with more work than another.
  - B. Any unforeseen accidents or life events that affect work on the project will be communicated and dealt with as a group and/or with course staff if necessary.
- II. Time Commitment
  - A. Each group member will be expected to spend from 8-12 hours of work on the project a week, or however long it takes to complete their task for the week, plus any extra tasks if you finish early.
  - B. Conflicts and commitment should be communicated and will be dealt with accordingly while respecting all team members time and capabilities.
- III. Conflict Resolution
  - A. If there is a disagreement, we will do best to figure out a compromise quickly and respectfully. If there is major conflict, course staff will be contacted as a last resort. Ideally, a conflict in the group will be resolved by the group within a week as giving time to cool down and think rationally is important to any conflict.
  - B. If any group member fails to complete their tasks and/or is habitually absent from team meetings and multiple attempts at resolution within the group fail to correct the issue, course staff will be contacted and responsibilities shifted accordingly.

\*Individual submission of the team contract as "CONTRACT\_NetID.pdf" to GitHub constitutes a member's signature of the contract