

# Team 12 Contract

## Date: 2/19/2026

**Goals:** develop team norms, develop a shared understanding of expectations and develop a clear policy of identifying and handling issues.

**Outcome:** minimization of the probability of negative conflict.

**Project Name/Team Number: #12**

**Project Team Members' Names and Sign-off:**

Name (Print & Sign acknowledging your understanding and acceptance)	Date
Caitlyn Wright	2/03/2026
Caroline Lee	2/03/26
Kyle Christy	2/03/26
Raffaele Marino	2/03/2026
Ryan Doan	2/03/2026

**Code of Conduct/Team Norms:** As a project team, we will:

- Treat each other with respect and professionalism
  - Let each teammates know when we're going to be absent in class
  - Try to openly communicate and work to problem solve disputes that might arise
  - Take everyone's ideas into consideration and be openminded
- Participation:** We

will:

- Do an even share of the work, finish our designated part
- Do our own work on time
- If one member is not participating, we will contact them directly to clarify expectations

**Communication:** We will:

- If busy one week, we let team know that we might have to do less of the work for one week but will do more the next week
- Update team about sponsor communication
- If we can't reach a decision on something, we leave final decision up to project manager
- Actively communicate in the text group chat we created to stay up to date

**Meeting Guidelines:** We will:

- Email sponsor once a week with weekly updates
- Everyone be on time and present for in-person meetings
- We will discuss what every member is responsible for before meeting so we can be prepared (ex: person taking notes, main speaker, etc.)
- Share materials needed for meeting in advance with team so everyone is prepared in front of the sponsor
- Everyone should do basic research and should be prepared in front of the sponsor

**Problem Solving:** We will:

- Treat problems with respect and professionalism
- If someone isn't pulling their weight, we will reach out over text to communicate directly with them
- If someone is confused about their part of an assignment, we can re-read the assignment together and summarize our goals in class
- Start the work early so if problems arise, we have time to combat them
- Divide the workload so everyone has the same amount

What will happen if violated at least 2 times: Reach out to teacher and subtracts 5 points (team votes and if majority votes that you violated, then you violated)