

# Group Contract

5/21/2014

We agree that we shall abide by the tenets set forth below.

## Stuff We Agreed to Do

"I commit to a timely response to e-mail discussions, specifically, within 24 hours."

"I will commit to timely progress on individual tasks, and will inform the group if that is not possible, or difficulty arises."

"I will show up to analog meetings on time, and will contact the group if that is not possible."

"I will make every effort to give sufficient warning of an absence so that rescheduling is possible."

"I will speak up if I do not understand a task or am worried it is beyond my capabilities/time."

## Signed

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Wanli Z. (Recorder & Monitor)

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Date

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Martin G. (Coordinator)

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Date

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Shangjia D. (Checker)

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Date