

#### Team 4 - Powell Rangers - Team Contract

- Being on a team means collaborating with others and being able to work with them towards a common goal.
- Team members should be comfortable asking for help and respecting everyone, establishing psychological safety.
- Accountability is important, and team members should be responsible for their tasks and do them to the best of their ability.
- Primary means of communication and expectations should be established using Slack.
- Team members should make an effort to check Slack at least once a day and schedule meetings with 24-hour notice.
- Flexibility is key in a team environment.
- Team members should be mindful of everyone's backgrounds and be on time for meetings.
- Specific responsibilities and deadlines vary based on roles within the team:
  - Team Leads should keep the team on track, establish team culture, and organize meetings/socials.
  - Developers should voice problems/concerns, meet deadlines, and avoid taking on too much.
  - Planners should map out the design process/timeline, ensure deadlines are met, and create user stories/features.
  - Designers are in charge of website design, branding, and team appearance.
- Conflict resolution should be approached with respect, clear communication, and willingness to compromise.
- Team members should not let irreconcilable issues affect their work and the team, and should allow time for things to settle before addressing them.
- If noticing the start of an argument, team members should try to address it early to prevent escalation.
- If group rules are not being followed by a member(s) of the team, the team leaders will meet with the member(s) and try to address and resolve the issue

A handwritten signature in black ink, appearing to be 'Michael' or similar, written in a cursive style.

9/19/23