# Team Contract

## Section 1: Team Name and Mission

* What is your team name?
  + - AI Physical Rehabilitation
* What is the mission of your team in 1-2 sentences?
  + - Work collaboratively to produce a client feedback deep learning model to assist patients in rehabilitation exercises.

## Section 2: Membership

* Who are the team members?
  + - Molly Meadows
    - Xian Gao
    - Noah Rieth
* What consultants/mentors/instructional staff are associated with this team?
  + - Bruce Bolden
    - Alex Vakanski
    - Min Xian

## Section 3: Roles and Responsibilities

* Who will be in charge of your budget?
  + - TBD when budget is established
* Who will be the primary client contact?
  + - Noah
* Who will organize team meetings?
  + - Molly
* Who will be in charge of keeping team documentation?
  + - Xian
* What other roles are critical to team success?
  + - Git hub manager
* How will roles be selected/assigned?
  + - Volunteer Basis
    - Experience level/contributions
* What are the key responsibilities associated with each role?
  + - Primary Client Contact
      * Emailing and setting up meeting times with Dr. Alex Vakanski and Min Xian when necessary
    - Team Meeting Coordinator
      * Organizing agenda before each meeting
      * Confirming meeting time and place
    - Team Documentation manager
      * Keeping log time spent and what was communicated in team meetings

## Section 4: Team Relationships

* Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
* Members will
  + - Respect each other's opinions and contributions.
    - Actively participate in team meetings.
    - Communicate honestly and timely.
* Members will NOT
  + - Engage in disrespectful or harmful behavior.
    - Exclude or discriminate against any team member.
    - Ignore others’ complaints or concerns.

## Section 5: Joint Work

### 5a. Purposes of Joint Work

* Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
* Members will…
  + - Collaborate on defining project goals.
    - Participate actively in decision-making processes.
    - Contribute to the team's success.
* Members will NOT…
  + - Work in isolation without consulting the team.
    - Undermine team decisions.

### 5b. Team Meetings

* Team meetings are an important example of working together.
* Where and when will the team meet?
  + - Tue or Thur 3:30 p.m.
    - ZOOM
    - In person when established
* What components are required in team meeting agendas?
  + - Agenda items should include project updates, task assignments, and discussion topics.
* How will meeting minutes be taken/circulated?
  + - Meeting minutes will be recorded and shared with all team members promptly after each meeting by one of the team members assigned to the task at the start of each meeting.

## Section 6: Individual Work

* Team members are expected to work alone in many cases to complete work important to the team.
* How will work assignments be made?
  + - Work assignments will be distributed based on individual skills and expertise, and volunteers for specific tasks.
* How will quality expectations be established and verified?
  + - Quality expectations will be defined for each task, and peer review may be conducted to verify quality.
* How will due dates be established and verified?
  + - Due dates will be set for each task, and progress will be monitored through regular check-ins.
* How will status of work in progress be communicated?
  + - Team members will provide regular updates on the status of their work during team meetings and through shared documents.

## Section 7: Documentation and Communication

* The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
* What individual documentation will be kept?
  + - Each team member will maintain records of their individual tasks, progress, and outcomes through logbooks and documents stored on Github.
* What team documentation will be kept?
  + - The team will maintain records of meeting minutes, project plans, and collaborative documents.
* What is the process for communicating with other team members?
  + - Communication will primarily occur through team meetings, email, message, and collaborative platforms (e.g., GitHub).
* What is the process of communicating with your client/outside stakeholders?
  + - Communicate expectations with client for frequency of progress updates via email or zoom conferences.

## Section 8: Conflict Resolution

* The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
* What process will be used to address conflicts?
  + - Conflicts will be addressed through open and honest communication, followed by escalation to team leaders if necessary
* How will team dynamics be communicated to instructors/mentors?
  + - Making appointment with instructors/mentors on the zoom or face to face.

## Section 9: Amendments

* Where will this team contract be kept?
  + - In the GitHub
* How often will the contract be reviewed?
  + - Once a week or when needed for conflict management
* How can the contract be amended?
  + - Amendments to the contract can be proposed by any team member and will be discussed and agreed upon by the team. Amendments will be documented in the contract.

## Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

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| --- | --- | --- |
| **Name** | **Signature** | **Date** |
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