

## Team Contract

**Erin Dowdy, Owen Michuda, Hania Dziurdzik, Fantah Kabba**

### Communication

1. Team Meetings
  - a. We will be meeting twice a week for about two hours until the project is completed. Our meetings will happen on Zoom.
2. Assistance
  - a. We have made a SMS group chat to communicate with each other. Additionally, we all have each other's email addresses to share documents, longer concerns, etc.
3. Respect
  - a. In order to ensure that everyone feels heard, we are going to communicate what we have accomplished at each meeting and try our best to answer emails and texts in a timely manner.

### Collaboration

1. Work Distribution
  - a. We will assign the workload based on each of our skill sets but we'll also make sure that no one is overloaded with tasks. Any unexpected complications will be handled through one of our many streams of communication. The main goal of the work distribution is to ensure that everyone does an equal amount of work in both coding and documentation.
2. Time Commitment
  - a. We estimate that each team member will work 4 to 5 hours each week on the project. A concern our group shares is our scheduling when we get closer to finals. To combat this issue, we plan to maintain a consistent schedule in the weeks leading up to finals. If a conflict in our meeting times were to occur, we would still have a meeting, just without the member who cannot attend. We will make sure to catch up with the team member who could not attend prior to our next meeting.
3. Conflict Resolution
  - a. We have a team of four, so we believe that most conflicts can be resolved within the group, as long as we make sure to include everyone in the argument. If someone is not performing the tasks they were assigned, the other three team members have the responsibility of confronting that person and making sure it will not be an issue moving forward. However, we have all been previously associated with one another so we do not see many points of contention arising.

## **SIGNATURES**

The block contains four handwritten signatures in black ink, arranged horizontally. From left to right, they appear to be: Erin Dowdy, Owen Michuda, Hania Dziurdzik, and Fantah Kabba. The signatures are cursive and somewhat stylized.