

1. Team Membership:

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2. Contribution Criteria. What criteria will you use to decide if a member has contributed effectively? Examples meetings and submitted work, and willingness to collaborate.

Team Coordination Plan

Tools:

- a. *Discord* — Communicate and organize team responsibilities.
- b. *GitHub* — Manages repository changes, logs edits, and supports team collaboration.

Meetings:

- c. Held jointly on **Discord** and **in person**, ideally **Mondays and Wednesdays, 1:00–3:00 PM**.
- d. Minimum **2–3 members** in person meeting.
- e. Attendance and participation tracked on Discord.

Workflow:

- f. Follow the **A.G.I.L.E.** team planning framework.
- g. Break large tasks into **smaller sub-tasks**.
- h. Dedicate a day to organizing and assigning these tasks.
- i. Ensure **accountability** by each member completing their part.
- j. Time estimation to ensure that tasks are completed efficiently.

3. Behavioral Criteria. What criteria will you use to decide if a member has behaved appropriately? Examples include providing feedback without criticizing, being on time and prepared, honoring the terms of this contract, and listening to each other.

All members will:

- Attend meetings or inform us otherwise (let us know if you are running late).
- Include positive reinforcement in their constructive criticism.
- Contribute at least 5 hours to the project per week.

4. Managing conflict. How will the team manage conflict or disagreement?

Serious disagreements will be:

- Handled respectfully
- Brought to a team vote to determine the outcome

5. Failure to honor the contract. What will happen if someone fails to honor the terms of this agreement?

We will operate on a strike system based on the number of violations to this contract; the first two strikes will lead to mediations involving a whole group discussion of the incident, the third will lead to the involvement of the professor.

6. Signatures. The document should conclude with the “signatures” of each team member. You can provide signatures any way you want, but you cannot “sign” for someone else.

C.T.

H.K.

J.C.

J.I.

K.K.