# Team Contract: Coding the Collection

As a project team, we:

\* Promise to respect each other’s ideas and work.

\* Promise to be active team members and do our fair share of the work as best as we can.

\* Promise to do our work on time or communicate proactively with the team if there will be a delay.

\* Promise to help our fellow team members when they need it.

\* Promise to communicate with the team regularly to keep everyone in the loop about the project.

If someone on our team breaks one or more of these promises, the team may:

\* Have a team meeting and ask the person to follow this agreement.

\* Report the issue in the Team Sprint Report.

\* Have a meeting with the course staff to help find a solution.

\* Execute them

Team Procedures:

\* Day, time, and place for regular team meetings: Weekends

\* Preferred method of communication: Slack

\* Decision-making policy: Consensus

\* Method for setting and following meeting agendas:

\* Everyone take turns for note-taking

\* Assign issues, address issues from previous meeting