

COGS 300 Group Contract

Ground Rules & Expectations:

1. All group members must **show up** to all scheduled meetings in a **punctual and prepared** manner, unless extraneous circumstances prevent them from doing so.
2. If a group member is unable to attend a meeting due to extraneous circumstances, they are expected to **notify the group** as far in advance as possible, and other group members are expected to **keep them updated** on what happened in the meeting.
3. All group members must maintain **open and honest communication** with each other, and keep each other updated on their progress on deliverables, issues they encounter, and any additional concerns or thoughts they may have regarding the project or the course.
4. All group members must interact in a **respectful and helpful** manner, giving each other **constructive feedback** when needed. If issues or conflicts arise between group members, we must attempt to understand each other's differences and resolve the problem, keeping the best interests of the project in mind.

Individual Responsibilities:

Each individual group member is responsible for:

1. Having a **clear understanding** of the **deadline(s)** for the deliverables.
2. Checking the group chat **frequently** for updates and reminders.
3. Not hesitating to **reach out** to other group members if they have questions or concerns regarding the project.
4. Completing their deliverable tasks **on time** and maintaining a **consistent workflow** (not cramming all their work right before the deadline).

Location & Frequency of Meetings:

We will conduct our meetings **bi-weekly or weekly** as the situation demands (more frequent meetings closer to deliverable deadlines etc.).

- Usual meeting time: Wednesdays 3pm-4pm (as well as weekends online if necessary)

Meetings will be held on zoom or in-person as discussed.

Communicate about in-person meetings that work for everyone and meet at the COGS 300 Lab to work on the project.

A [shared google calendar](#) that everyone has access to & are required to refer to when needed.

Contact Methods:

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We will conduct all out-of-classroom communications on **Instagram and Google Drive**. We have created a group chat with all members to ensure ease and efficiency of communication, as all group members will check Instagram messages frequently.