**Team Contract**

**Names/netids:** Shangyuan Niu(sn522) Yuxiao Tan (yt358) Jeffrey Baum (jtb93)

We agree to the following policies for our team. Once agreed to, these policies cannot be changed for the duration of the project.

**Team roles. Any specific roles within the group, their responsibilities, and how those roles will be assigned or rotated.**

No specific roles are assigned as our team is small in size. We will be generalists who will do the tasks necessary to complete each responsibility.

**Decision making. For example: consensus, majority vote, or team captain.**

We hope to reach consensus, and in the case we do not, majority vote wins.

**Communication. Methods of communication, and expectations for response times.**

Main forms of communication will be via Groupme and Email. Response times should be fairly quick, but in the worst case within 2-3 hours of message being sent. We will call in absolute

**Balance of responsibilities. Procedures for ensuring that everyone contributes.**

At specifically agreed upon dates we will meet (either virtually or in person) to compare progress on our respective portions of the project. During these meetings we can rebalance responsibilities to make sure fair and balanced workload. We can also use these times to make sure that our project is cohesive and is on track to be finished.

**Enforcement. When and how we will verify that all team members are following the terms of this contract.**

The group will issue one verbal warning towards members who are not contributing. Afterwards, we will bring it up in the progress reports.

**Conflict Resolution. What we will do when we identify problems, and how we will resolve them.**

We plan to work through whatever conflicts may arise verbally during a group meeting with all team members present. If the team member isn’t responsive, we will report them to the TA.

Signatures:

Shangyuan Niu

Yuxiao Tan

Jeffrey T. Baum

TA Witness Signature: