Team Contract

1. **Team meeting**

* our meeting will hold at least 3 times a week
* Each meeting will last at leat 1 hour
* We will mainly use WeChat and Discord in terms of communication

1. **Group help**

* if one group member get difficulties during his task, he can use WeChat or discord to request help and teammates should respond to one’s request within that day.
* it is everyone’s responsibility to turn on the notification for both WeChat and Discord during the whole project period.
* The Discord Channel and WeChat group chat will only use for the final project ONLY.

1. **Respect**

* Every member has the right to express his own opinion and any related argument about the final project.
* if any team member wants to reject another’s opinions he needs to provide a reasonable reason.
* Everyone should treat other nicly

1. **Work distribution**

* we will distribute our work by evaluating our skills
* Everyone can do their strength part
* if there is anything that can’t be finished by one group member, then it’s responsiblity to help each other out.
* If one team member finished his part then he need to spend time reading other teammates’ code and debug as a whole.
* If any member is not satisfying what they assigned, we can reassign the work by conducting a meeting.

1. **Time commitment**

* Each group member should spend at least 4 hours on this project in order to finish it in time.
* If one member failed to do so he must make the time up or spend more time on what task he was assigned on.

1. **Conflic opinion**

* if there is anything that cannot agree with, this will be addressed during the next group meeting
* After they present their opinion, everyone else can vote for the final decision.
* Once the vote is finished, all group members should follow the final decision.
* We will try to resolve issues ourselves but if issues such as being regularly late or not performing assigned tasks arise, we will contact our mentor.
* Since this is a team project, we will be understanding and respect everyone. Alerting staff and faculty is our last resort

**Agreed By:**

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