Team Contract

**Expectations**:

Sharon - Design/Research Lead

Helen - Coding

Tishyaa - Flexible

**Communication**:

Mainly text.

Response time: Maximum 12 hours / End of day.

**Meeting plans**:

Weekends - Zoom

Weekdays / with clients - In person mainly

**Responsibilities**:

Meeting notes: take turns

For all: Fill out meeting agenda before meeting & estimated time needed to discuss

Facilitator for meetings - to track time and progress: take turns

**Equitable Contribution & Conflict Resolution**:

Ask advisors for conflicting ideas.

Biweekly check-in meeting for team to discuss and reflect on individual and group progress (ie. what we completed individually, what we feel could improve, any suggestions for improvement).