Team Contract

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* Expectations
  + Work distribution to be even
    - We intend to distribute work fairly and evenly
    - Play each other’s strengths accordingly
  + Work as efficiently as possible and avoid super late nights when possible
    - This means respecting deadlines and communicating where you at in the process of completion.
    - We do not intend for people to have to pick up the slack without valid reasons
  + Communication should be a top priority about everything we do, that does not mean however to blow up each other’s phones at odd hours.
    - We also must communicate about our availability, specifically on when and where we are meeting. We do not want to waste anyone’s time.
  + Everyone is to contribute
    - No matter our personal interest we will uphold our duties to the team so as that no one must do other peoples work
  + Meetings
    - Everyone is expected to be at all meetings unless valid reasoning presents itself
    - The more prepared, better communication we have, and more work we get done means we will meet accordingly
  + Conflicts should not be turned into drama, but addressed promptly and professionally
    - Problems should not be allowed to “fester” or grow into bigger issues
  + Deadlines are simply to be respected and not messed with
    - Our teammates count on everyone having their assignments done on time
  + Excuses are like armpits, everyone has them and they all stink
    - Keep excuses to a minimum

In summary we agree to honor each other’s time, work and effort by respecting deadlines, communicating and pulling our own weight. Excuses will be kept to a minimum while still maintaining a high level of professionalism and picking each other up where needed. Accountability of the team as well as our selves is key to success.

Signatures-

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