Team Contract

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Communication:
- **Team Meetings:**
    - We will meet 2 to 3 times a week depending on our workload
    - The meetings will last 30 minutes to 1 hour
        - Discuss any problems
        - Update team on progress
        - Collaboratively code and express ideas
    - Will create a separate document for meeting notes
        - One team member will be responsible for recording meeting notes during each meeting (different person for every meeting)
    - Zoom will be used to hold meetings
    - iMessage group chat will be used for communication outside of meetings
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- **Assistance**:
    - Our primary form of communication will be done through iMessages, slack, group facetime, zoom, and messenger.
    - In the worst case scenario, email can also be used
    - You should be able to respond within a couple of hours at latest or a day if an email was sent
- **Respect**:
    - We will have a zero tolerance policy for disrespect and hurtful statements
    - We will ensure that we work in a respectful manner to encourage the expression of open ideas
    - We will have our own peer evaluation form every work week to make sure that everyone is working. If someone gets a bad score, we will make sure as a group that they engage more and participate in activities

Collaboration:
- **Work Distribution:**
    - Will write pseudocode to break the project down into distributable parts
    - Each week we will split up tasks for each person to do before the next meeting
    - Using unit testing to test methods and classes before implementation in the project
    - Commenting on code by creators to make it easier to understand and troubleshoot for other team members
    - Use google calendar to keep track of due dates for parts of the project and testing of classes and functions

- **Time Commitment:**
    - Each group member should expect 2 - 6 hours of work per week
    - We will have a shared google calendar to arrange prior commitments
    - We will address these time conflicts by avoiding these meeting times and scheduling at a time that works for everyone
- **Conflict Resolution:**
    - We will take a vote on any issue that becomes apparent and which we cannot solve. If it's a tie we'll ask our project mentor to determine what action we should take
    - If a certain member is consistently late to meetings or isn't finishing their work on time, we will assess the necessary action to be taken. Ex: Assigning more work to that individual or having them work on extensive documentation for the project

Signatures:
Abhi Chebiyam
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Anik Patel
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