

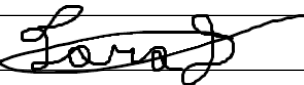
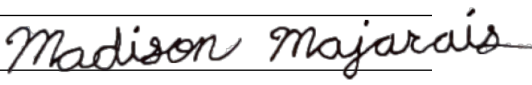
Team Expectations Agreement¹

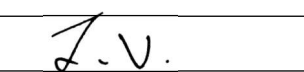
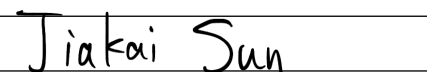
- Methods of communication: Discord voice and text.
- Communication response times: Members will keep updated with Discord discussions on weekdays.
- Meeting attendance: Members will meet at 8pm every weekday. Regular meetings are not mandatory, but everyone is encouraged to attend on days when it is convenient for them.
- Running meetings: Online on Discord. Everyone will take turns being the minute taker depending on their availability for meetings.
- Meeting preparations: Read over current sprint instructions beforehand and be ready to showcase progress from previous meeting.
- Division of work: We made decisions based upon everyone's approval. If there was a disagreement, we would either come up with compromises based on what everyone wanted, or come up with an entirely new solution.
- Submitting assignments: Submit assignment as early as possible or at 9pm on the day of the deadline. Everyone will contribute to submitting the sprint deliverables and Catherine Sun will review the submission.
- Contingency planning: If a team member drops out, is sick for a significant period of time, is consistently missing meetings or academically dishonest, then we will consult a TA and their division of work will be divided among members who have similar tasks.

Team Members: Catherine Sun, Christine Zhao, Tara Jorjani, Madison Majarais, Ishika Vithani, Jiakai Sun

We accept these guidelines and intend to fulfill them (sign below):

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.