

Duck Creek Practicum Charter

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Meeting

Time: Once a week (Thursdays - 4 PM)
Backup (Monday - 2:30 PM)
Meeting place: one of the conference rooms near Krebs
How: Mostly in person, zoom meetings as backup

Relationship Maintenance

- We will allocate the first 5-10 mins of every weekly meeting for discussions regarding the teamwork and other personal issues that may arise.
- We will speak up any issue and consider/discuss it seriously when any member feels uncomfortable.

Grade Expectation

Letter Grade: A
We as a team strive to do as best as we can for this project, with the main goal being delivering an excellent product at the end of the practicum.

Communication

We will communicate using Slack. If needed, we will also use email for formal communication.

Decision Making

Team discussion is going to be our main method for decision making. If we disagree on certain issues/topics we will have a voting system in place.

Feedback

Time: during the weekly meeting we will provide feedback to each other

We will also discuss certain things Tet-A-Tet (if situation gets out of hand).

If the problem is still not resolved, the team will talk to Ganesan/Borchuluun (POCs for this project).

Free-Rider Issue

- We do not foresee the situation with a free-rider arising. However, in case it does happen, we will undertake following measures:
- I will put myself in a free-rider's shoes first. If the person indeed has too many personal commitments in certain period of time, the group might redistribute the work and other group members may try to help resolve the issue by contributing more.(every team-member)
 - If the situation continues, the team will discuss the matter openly with the person free-riding in presence.
 - Contact Ganesan/Borchuluun if there is no internal resolution.

Conflicts

- Team effort: talk together, listen carefully, find agreement, provide guidance.
No matter what happens, we will always respect each other, and take others' ideas/thoughts into considerations.
- We will first talk to group members individually
 - We will list the considerations/thoughts on each side and let the members express their feelings
 - We will try to stand by each other's side to think about the issue

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