

Team Contract

- 1) Our team has decided to meet six hours each week to discuss and collaborate on the project together, this will be accomplished in three meetings of two hours each week. We will be holding the meetings using either facebook video or zoom calls. Our team member Vikram will be responsible for taking all the notes of our meetings.
 - 2) Obviously this will be a particularly difficult project given that it is the final project -- a capstone if you will -- which will necessitate external assistance or cross member assistance. The primary communication platform utilized by the team will be facebook messenger, where the team has already formed an appropriate group chat dedicated to this herculean effort. The team frequently checks the chat for notifications and each member has committed to frequently checking and being generally apprised of the goings on of the team. The team has also agreed that the frequency will increase as deadlines approach. A response is expected by a maximum of twelve hours after posting.
 - 3) In our group, respect will be the cornerstone of our success. All members of the team will commit to listening to each other's ideas fully. We will ensure that each member will feel comfortable sharing their ideas by making conscious efforts not to be dismissive of ideas we disagree with. We in the group will hold each other accountable for listening to one another. If for example, if one member is acting in a fashion that makes another member feel as though his contribution is trivial, we will rectify this to enforce a respectful environment fit for fostering a productive team environment.
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- 1) We will assign the work based on the strengths and weaknesses of each member while also trying to be fair in terms of the volume of the work assigned. All unforeseen work will be discussed about and divided according to how the team feels it should be assigned. Any issues that arise will be dealt with similarly in a democratic manner where everyone shares one vote each.
 - 2) The team expects to dedicate approximately 10 hours per week in the initial weeks with an expectation of upto 20 hours per week in the final stretch should it be required for completion of deliverables. The team of course will work diligently to ensure that no one member is disproportionately affected by work assignments and will adjust based on feedback and strength of the given members. The team recognizes that there will be a need for communication so we will schedule meetings as discussed above.
 - 3) As stated above in the respect section, we believe that respect is very important to our group. As such, we have laid out the following conflict resolution strategies. First, we will always try to resolve things ourselves, and therefore only involve the course staff as a last resort. If members have not accomplished their assigned tasks, the other group members will gently remind them that they have pending work. If they still do not listen and are negligent, these reminders will become less gentle until the situation reaches a point where staff involvement is warranted. In the worst case, the other members will

complete the missing work, while still notifying staff. If one of our team members is habitually late to the team meetings, the same course of action will proceed. The guiding principle for all conflict resolutions will be to resolve potential disputes in a pragmatic and fair way. Lastly, we hope to build a team of respect (see point 3, section 1) that will enable us to resolve disputes before they happen.

Agreed by Mois Bourla, Tanmay Goyal and Vikram Belthur