

PURPOSE: The purpose of developing a team contract is to jump-start your work together as a team, to help avoid the problems commonly faced by many teams, and to facilitate continual improvement of your teamwork throughout the entire project. By addressing the following issues, you should be able to enhance your team performance, member satisfaction, and learning.

INSTRUCTIONS: Develop your team contract through mutual discussion and consensus during your team meeting. Make a **copy** of this document, and then complete the following components.

You get the points for this part of the assignment just for having your name at the bottom of this charter. If you don't want to think through team expectations in detail in advance, I won't force you to. Not having a strategy is also a strategy - it's just not going to help you very much.

Communication Norms:

a) Will your team have regular team meetings? When and where will your team meet?

We will have regular team meetings every Wednesday at 8:00 PM. These meetings will be conducted via Zoom, though in-person meetings may be arranged if necessary.

b) How will you communicate as a team? (face-to-face, using video conferencing, etc.)

We will primarily communicate via Zoom for meetings, but we will also use Discord for text-based communication and discussions.

c) What are the norms for responding to virtual communication? (e.g., respond to emails within 24 hours, etc.)

Team members are expected to reply to Discord messages within 24 hours to ensure timely communication and progress.

Operating Guidelines:

a) How will your team make decisions?

Decisions will be made through team discussions and, if necessary, a vote conducted on Discord.

b) What are your team's expectations regarding team member performance and contribution quality?

Team members are expected to give their best effort, write clear and constructive comments, ensure their work is bug-free, and meet the minimum requirements of the tasks.

c) What are your team's expectations regarding cooperation and attitudes?

Team members should help each other when facing challenges, and offer assistance whenever possible to foster a collaborative environment.

d) What are your team's expectations regarding meeting attendance, punctuality, and participation?

Meeting attendance is encouraged but not mandatory. However, team members should be punctual and actively participate when they do attend meetings.

e) What precautions will you take to avoid a situation where one or two people are doing an outsized amount of the team's work?

We will maintain clear communication and balance the workload evenly among all members to prevent any individual from taking on too much responsibility.

f) How will you handle different expectations around when to start on assignments (i.e. some team members procrastinate more than others)?

We will address this through open discussions and mutual understanding to set a consistent timeline for assignments.

Conflict Management:

a) What strategies will your team use to resolve differences of opinions among members?

Differences of opinion will be addressed through pre-discussions followed by a team vote to ensure everyone has a say in the decision-making process.

b) What strategies will your team use to deal with non-responsive or underperforming members?

We will offer assistance and be patient with non-responsive or underperforming members. If needed, we will help them get back on track.

c) How will your team handle unexpected issues (e.g. family emergencies, illnesses, etc.)? give tasks to others

In case of unexpected issues, we will redistribute tasks among available team members and lower the expectations for affected individuals to minimize disruption.

Outside Commitments:

a) Are there any outside commitments (family, job, personal) that could impact an individual's ability to work on this team project?

To accommodate these commitments, we will ensure flexibility in task distribution and deadlines, allowing members to contribute based on their availability. Team members should communicate any constraints in advance so that we can adjust accordingly.

Indicate full team agreement on these decisions: All team members must indicate their agreement by typing their names at the bottom of this document.

Fengran Wang

Xiaofan Mu

Elisa Rosnes

Yunxiao Li

Yuxi Zheng

