1. \*\*Team Meetings\*\*

Thursday 5pm /

1h /

Zoom or in person /

yes, take notes in turns /

2. \*\*Assistance\*\*

We can use WeChat (a communicating application) or Discord to contact others if they need help or we have come up with new ideas. We expect to respond at once if we have time and get notified via the Apps shown above.

3. \*\*Respect\*\*

Yes, every member will have an opportunity to speak and, more importantly, that every member will actively listen and engage with the thoughts of others.

5 minutes in the meeting for everyone to talk about their ideas in every meeting. And after that everyone will evaluate their statement in turns.

## Collaboration

4. \*\*Work Distribution\*\*

To assign the workload, we will discuss the weekly task after it is released or decided, and consider the equality and the willingness of every team member. Then we will try to distribute the tasks evenly.

5. \*\*Time Commitment\*\*

We expected to spend 10 hours per week. Weekly goals will be set at every group meeting. Prior time commitments are needed as to adjunct project progres. We try to be lenient to each other, and some of the group members may take over the work that others did not finish on deadline. To group members who cannot finish their work due to coursework, their assignment in the following weeks will be adjusted to remain fair to other group members.

6. \*\*Conflict Resolution\*\*

To conflictions that could have an effect on the final output, we decide to vote for the final solution. As mentioned above, group members who cannot finish their work because of conflict with other coursework will compensate for this part by adjusting their work load in the following weeks. We will try to be respectful and not be late to every group meeting, and other group members will be tolerant if the problem is solved and will not occur a second time.

## Signatures

Jerry Wu (tw42)

Sherry Chen (yanc7)

Yilin Zhang (yilin19）

Zonghan Yang(zonghan2)