

## Communication

1. Team Meetings: We will be meeting every two days and once a day close to the due dates. Our main way of team meeting will be through Zoom. We intend to control each meeting within an hour. We will assign one person each time to be responsible for note-taking.
2. Assistance: My teammates can contact me through my email. They should expect my response in 15 min.
3. Respect: We will ensure that every person will speak during the daily meeting. We would also encourage group members to share new thoughts.

## Collaboration

1. Work Distribution: Each group member will meet weekly to discuss the progress of our project. Then, during the meeting, we will discuss the work distribution. We could also express our expectations for each part of the project. Then, if someone has difficulty during doing the project, others are glad to provide help. We would try the best to distribute the workload evenly, so everyone could participate in this fun project.
2. Time Commitment: We expected to work 8 hours per week for each group member. If we have progress on work, it is nice to commit to git to show that.
3. Conflict Resolution: If there is a minor disagreement, try to solve it individually (google or stackoverflow). Otherwise, have a discussion in the group to determine the solution.