

Team Contract: Aparna Ayyah (aayyah2), Chaahat Gurnani (cgurna2), Joshmita Chintala (jchint2), and Aditi Adya (aditiaa2)

Communication

Determining how to communicate with your teammates as well as how often you should be communicating is key to a successful remote project. Discuss with your team and draft a statement detailing the following:

1. **Team Meetings:** When and how often will your team meet? How long should each meeting last? What software or tool will you use to host these meetings? Will someone take notes (record minutes)?

We are planning on meeting every Monday from 10-11 PM for a weekly check in. We will host this meeting on Zoom. Other than this, we also are planning on using messaging apps to communicate throughout the week on deliverable statuses. Chaahat will be taking notes on each meeting for record-keeping purposes.

2. **Assistance:** How will your teammates be able to contact you if they need your help or opinion on a task? How quickly should you be expected to respond?

We have made a group chat that everyone is required to have notifications on for. If anyone needs help or an opinion on a task they can send a message on the group chat so that everyone can be in the loop. Everyone is expected to respond as soon as they see the message.

3. **Respect:** An effective team needs to have an environment which encourages open expression of ideas. How will you ensure that every member has an opportunity to speak and, more importantly, that every member will actively listen and engage with the thoughts of others?

During our weekly team meetings, we have decided to go in a circle asking each member to state their thoughts and opinions on every significant thing we discuss. This way everyone will have a chance to present their ideas before we decide to go ahead with anything.

Collaboration The final project tasks you with finding a fair distribution of labor where each student has some role in the development of each deliverable. However the details of this

distribution are up to you. Discuss with your team and draft a statement detailing the following:

1. **Work Distribution:** How will you assign workload for this project? How will you address unexpected complications or unforeseen work? You are encouraged to identify the strengths and desires of each team member when distributing work. You do not need to all work equally on a particular deliverable – it is the overall work that should be largely equal.

We will start off by looking at what everyone is comfortable working on within the project details and then split off the work like that. If there are unexpected complications or if there is any unforeseen work, we will video call and figure out a plan to work through the functions together and make sure that everything is still split off fairly so that everyone's skills are shown.

2. **Time Commitment:** How many hours of work per week is expected of each group member? Are there prior time commitments that need to be accounted for? How will you address conflicts or commitments when they do occur?

We are planning to work two hours a week for now, but if there is more time that needs to be allotted for certain parts of the project, we will definitely need to allot more time and have discussed that. We have also talked about any prior commitments during the week that have already been accounted for. If there are any conflicts that occur during our regular meeting time, we will work to make a new schedule or have two people meet at the regular meeting time and two people meet at another time that works best for the both of them one week and then have a full team meeting the week after when everybody is free again.

3. **Conflict Resolution:** How will the team resolve situations where there is a disagreement between members? Situations where one or more members have not accomplished their tasks? Situations where one or more members are habitually late? You are encouraged to bring such issues to course staff, but only after first trying to resolve the issue yourself.

If there is a disagreement between members, listening to everyone's opinions and thought processes will be key as well as taking a majority stance on the certain issue. If one or more members have not accomplished their tasks, everyone will make it a point to make that apparent and bring it up to them so they can work on the project before the deadline comes closer. With that, if there are team members that are late, we will try and adjust the first few times, but if it is constant, we will work towards talking to those certain members to see if there is any way we can fix that and make sure everyone shows up on time.

