

## **Team Contract Template**

**Names/netids:** Kevin Ma/kym5, Shangyuan Niu/sn522, Ajay Gandhi/aag255

**We agree to the following policies for our team. Once agreed to, these policies cannot be changed for the duration of the project.**

**Team roles. Any specific roles within the group, their responsibilities, and how those roles will be assigned or rotated.**

We decided not to assign specific roles, instead separating each role into 3 parts so that every group member may get a chance to participate in the entire process. Each group member will have a part to play in data collection, visual design and development. This will not only promote creativity, but allow for much greater flexibility. Since we have divided the work this way, if any of our group members run into problems with their task at hand, others will be able to come in and help. Additionally, although we may split up the work, we will meet several times every week to work on the project together.

**Decision making. For example: consensus, majority vote, or team captain.**

If there are ever different opinions, decisions will be made through majority vote. Before any decision comes to a vote, we will go through constructive discussion, explain our opinions and try to reach consensus.

**Communication. Methods of communication, and expectations for response times.**

We will use Facebook messenger as a primary mode of communication. Group members are expected to respond within 4 hours except overnight. We will call/text as a backup means of communication.

Email will be used as a secondary backup.

**Balance of responsibilities. Procedures for ensuring that everyone contributes.**

To ensure that everybody contributes, we will have weekly meetings so that it is clear who is working on what task, and how their progress is going. Every meeting will set clear expectations for what deliverables are required by the next. During meetings, we expect transparent communication on issues that we run into, so that other team mates may help.

**Enforcement. When and how we will verify that all team members are following the terms of this contract.**

We will talk about our progress on weekly meeting using a short report/presentation if necessary. If a group member fails to complete a deliverable by a meeting, he is expected to buy the group chocolate.

**Conflict Resolution. What we will do when we identify problems, and how we will resolve them.**

If we run into conflicts, we will attempt to resolve them through voting. If an issue cannot be resolved through voting, we will bring it to our supervising TA.

**Signatures:**

Kevin Ma, Shangyuan Niu, Ajay Gandhi

**TA Witness Signature:**