

## **Communication**

### **Meetings**

We will meet 2 times a week on Wednesdays and Saturdays. Each meeting will last approximately half an hour. Additional meetings will be scheduled as needed to address any other concerns as they arise. We will host the meeting through a voice channel on Discord. Notes will be taken to ensure we remember the ideas we thought of and decisions we have made. Team members will alternate between notes during each meeting.

### **Assistance**

We will communicate through our Discord group chat. Teammates are not expected to respond to messages immediately, as it is acknowledged that we all have other commitments and assignments to work on. If we are available when a question is being asked, we will answer them to the best of our ability.

### **Respect**

Teammates will listen respectfully to the ideas of others and work collaboratively to make decisions. Each team member's ideas will be considered respectfully, and no one's idea will be dismissed without thought.

## **Collaboration**

### **Work Distribution**

Work will be distributed fairly among all team members, to ensure we each have a hand in the project overall. We acknowledge that unfair distribution of work would be disrespectful to our team members. We will do our best to complete the work assigned to us, asking for assistance or clarification when needed.

### **Time Commitment**

We will incrementally work on the project to complete it within a reasonable time frame. We expect to allocate a similar amount of time to this project as we have to the Machine Projects.

### **Conflict Resolution**

Conflict between team members will be resolved through discussion as a team. Issues will be addressed as they arise. Team members will seek to cooperate with each other and will hold each other accountable for honoring this contract.

X *Megha Ganesh*

X *Cameron Jones*

X *Marie Fredrickson*

X *Angela Zhao*