

## Team Contract

Names/netids: Yiyuan Chen (yc2384), Lola LeGrand (ll629), Aruhan Liu (al2377)

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. The following roles will be rotated weekly, but also may assigned on team members' strengths for requirements of that week.

Project manager → schedules meetings, send reminders when deadlines are approaching, ensure project is progressing in a timely manner.

Final reviewer → check functionalities to ensure everything is running as it should be and that there are no bugs.

Designer(s)

Programmer(s)

Decision making: we will make decisions based on consensus and majority vote. And adjust/make compromises between differing ideas when needed.

Methods of communication: Slack, Google Drive, GitHub, in-person

Expectations for response times: Maximum within the day, but preferably within the 1-2 hours.

Balance of responsibilities: Assign tasks and deadlines for these ahead of time. Check-in on one another periodically to make sure everything is running smoothly.

Enforcement: Check each other's work and progress every time we have meetings. Send reminders and updates to make sure everyone is aware of what needs to be done and what is being done. Hold people accountable to their assigned tasks.

Conflict Resolution: Have a team meeting to check in on any individual who seems to be having problems/to address any problems within the team. Rearrange tasks or the project as seen fit to ensure each team member is capable of accomplishing what needs to be done in by the deadlines given. Identify if any external help is needed to move the project further.

Signature:

Aruhan Liu Yiyuan C Lola L

TA Witness Signature: 