

## Communication:

**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 will meet once every three days for at least an hour if not longer if necessary
- We will be meeting through Zoom or Discord and we will be taking notes at every meeting

**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 each others number to text/call each other
- Each teammate is expected to respond in at least a few hours, hopefully sooner

**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?

- We are all friends with each other already, so we are comfortable sharing and speaking with each other
- Since we already know each other, we will be respectful of each other and listen to each other, while also holding each other accountable

## Collaboration:

**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.

- Each team member will be assigned specific tasks and workload for the project.
- It will be their own responsibility to complete the tasks assigned while balancing other commitments.
- Any unexpected complications or unforeseen work that may come up will be distributed and require members to be adaptive to the situation.
- We are all equally capable of completing the work and therefore distributing the workload evenly will be very simple and easy.
- This is especially important when unexpected situations arise.
- Roshun Navin has volunteered to take care of any specific help needed for the team and carry out any additional tasks.

**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?

- Each group member is expected to put in at least three to five hours a week.
- Any prior time commitments will be discussed in the Zoom or Discord calls that will be held once every three days.
- When time conflicts do arise, we will adjust accordingly and all work together to make a schedule that works for everyone for that week.

**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.

- We will talk it out and try to find an agreement
- If someone is not doing their work or coming to meetings, we will talk with them first and try to get them to start putting in more effort
- If problems persist, we will give the member a poor review on the peer assessment

Signatures: Roshun Navin, Avadh Patel, Neehar Sawant, Adi Kandula