Team Contract

Goals Statement

Our team's goal is to successfully complete the project at hand by utilizing the strengths of each team member, effectively communicating and working together, and maintaining accountability and cohesion throughout the project.

Individual Strengths

- Ezra Barber - My strengths include efficient debugging (VS Code, GitHub) and time management. I am a clear communicator, which helps with the distribution of tasks and power.
- Bemnet Abebayehu - My strengths include having organized code; when there is a division within the group, I am good at mending the team and bringing peace, and lastly, when help is needed, I always find a way to find a solution, whether that would be from me or another source.
- Ben Zhao - My strengths include thinking analytically to solve problems. I am effective at communicating and organizing the group to work together cohesively.

Capitalizing on Strengths

To capitalize on the strengths of each member, we will assign roles based on each person's strengths and rotate positions as needed.

Team Guiding Rules

- Meetings will take place every Tuesday, Thursday, and Saturday at 4 pm and will last for a maximum of two hours.
- Ben Zhao is responsible for facilitating discussions, Ezra Barber is responsible for setting agendas, and Bemnet Abebayehu is accountable for taking notes.
- Communication will take place through Slack, text messaging, and phone calls as needed.
- We will ensure communication stays respectful by fostering a positive environment and allowing everyone on the team to speak and express their concerns if an issue arises. We define respectful communication as honest, open, and polite, leaving the other team members feeling good at the end of the conversation.
- Team members are expected to communicate and check in at least once daily through slack or quick text messaging.

- If a team member is not communicating, the other two members will confront them in a welcoming manner and resolve the issue. We will start by utilizing slack with friendly reminders that communication is important for continued team success. If that does not work, we will then try text messaging and phone calls. Finally the last step would be to try and reach the team member in person.
- If communication does not resume after trying to resolve the issue within the team and the team is negatively affected, we will take the matter to Professor Amy Csizmar Dalal for further assistance
- We will use Zoom, Facetime, Github, and Google Drive to support team meetings and work.
- Decisions will be made by group discussion and consensus through a two-to-one majority vote.
- Work will be divided by assigning specific tasks to each team member equally.
- Every team member will be assigned specific tasks for project deliverables. The work will be divided so that each member spends about the same amount of total time on their tasks. Additionally, each team member will update the other members about the progress of their tasks periodically, at least once a day, throughout the period of working on deliverables.
- Each group member is expected to spend at least 8-10 hours per week on project activities, completing weekly tasks required for the project completion.
- If someone does not live up to their responsibilities and/or meet the standards for work set by the team, we will have a group discussion referring to the team contract to remind everyone what the criteria are for the team.
- Conflict or disagreements will be addressed through open and respectful communication, seeking a satisfactory solution for all parties involved.

This team contract will be reviewed and updated as needed throughout the project.