Team Contract:

Anaga Rajan : 408 -585- 8585 (after 4pm)

Elena Morozova 650-564-9608 (after 4pm)

Satyen Lokanandi 925 759 2450 (after 5pm)

Rules:

1. Every member has to be able to attend the meeting, or otherwise notify the rest of the group at least 24 hours in advance.
2. Every member checks their email at least twice a day and responds promptly to other members.
3. Deadlines should be met as per the schedule.
4. Tasks should be turned in 48 hours before the professor’s deadline to allow for feedback.
5. If you don’t understand the task, or how to complete the task, please contact other members ASAP!
6. Each team member is expected to make at least 2 comments on all deliveries.

Communication Details:

1. Files (including source code files) will be shared through Google Drive.
2. Conference calls will be made over Skype.
3. In case of urgency, contact should be made by phone.
4. The project **must** be completed and presented before March 18th due to member availability. If this is impossible, team members still available will present.
5. Regular Team Meetings are Mondays and Thursdays at 8pm. (Except for the first week which is Tuesday at 8pm.)

Member Roles:

1. Anaga is Project Manager and Recorder/Note Taker
2. Elena is Presenter and Researcher
3. Satyen is Code Proof-Reader and responsible for Quality Control.

Consequences

1. First two times a member fails to comply with the rules, the other two members will supply a warning
2. The third and fourth time a member fails to comply with the rules, one of the other members will request that the professor talk to the person to motivate better behaviour
3. The fifth time the member doesn’t comply with the rules, a team meeting will be held with the remaining members, and the offending member will be dropped from the team.

I agree to follow the rules listed above or else face the consequences listed above:

Anaga Rajan

Elena Morozova

Satyen Lokanandi