

# Team Contract

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## Logistics

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- Tentative regular formal meeting: on Wednesday at 8:00pm
- Means of communication
  - Primary, slack
  - Secondary, email/phone
  - Respond to slack messages within 24 hours
- Two meetings Planned per week
  - Wednesday, formal meeting, try to be present.
    - assignment focused
    - team report
    - assignment updates
    - (Maybe) Work meeting
  - Monday, light meetingworking, optional
    - separate meeting for bonding (keep it light)
    - assignments
    - soft updates

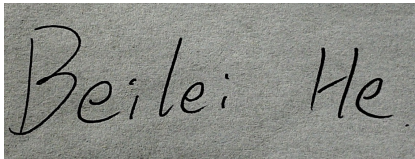
## Agreement

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- Show up to meetings on time
- No shade
- Check slack once a day
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- No shade
- Check slack once a day
- On due days, keep notification on
- Make sure you let the team know about your progress (if you need help, ask for it)
- Keep the slack and github organized (push to the right sections only)
- Try to participate in meeting
- For individual problems: talk with each other, then team leaders, and finally TA or Professors
- For team-wide problems, three levels of procedures
  - Verval Warning
  - Written/documentaed Warning

- Report to TA/Prof if following happens:
  - Missing 2 consecutive meetings (without letting us know)
  - Max missed meetings 3 (without letting us know)
  - Generally lack of communication
  - Missing (team) deadlines
- Acceptable:
  - Missing meetings but letting us know
  - Communicating why things didn't work

**Team Member: Beilei He**  
**Sign:**

A photograph of a handwritten signature "Beilei He" in black ink on a light-colored, textured surface. The signature is written in a cursive, flowing style.