

Team Contract


Logistics

- 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

- Show up to meetings on time
- No shade
- Check slack once a day
- Show up to meetings on time
- 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

Signed By: Tony Liu

A handwritten signature in black ink, appearing to read 'Tony Liu', with a long horizontal line extending from the middle of the name.