Group 12 Contract - The Infinite Loops

By signing this form, you consent to the terms outlined and agree to accept the role that will be assigned to you by the leaders at a later date, based on your experience and preference. (Failure to comply will have you faced with the wrath of Thanos):

Primary Means of Communications and Expectations

- Respectful communication is a fundamental expectation for all members in our interactions
- The primary means of communication for our group is Slack
- All members are expected to check Slack messages and respond/acknowledge within 24 hours
- Respond to all messages within the following time frame: 7 AM - 10 PM
- For urgent communication, members permit leaders to reach out via text and email and members are expected to respond to texts and emails within 4 hours
- In case of an emergency (sickness, accident, family matters, …), communicate clearly and as soon as possible

General Responsibilities for All Team Members

- Submit any requested materials/assignments to leaders no later than 1 day before deadline
- Conduct code review within 3 days of being assigned as a reviewer
- Respond promptly to the discussions in the pull requests and on issues on GitHub
- Write helpful and detailed documentation for any written code
- Write comprehensive unit tests for any written code

Specific Team Member Responsibilities

- **Leaders**:
  - At least one of the leaders must attend each weekly TA standup meeting
  - Communicate effectively on Slack about what is expected & required from each teammate
  - Submit all assignments before the deadline
  - At least one leader has to respond to messages within 3 hours within the following time frame: 7 AM - 10 PM
  - Plan efficiently
  - Coordinate conflict resolution meetings as requested by teammates or required by leaders
  - Assign appropriate roles based on members' experience & preferences
  - Manage and maintain the GitHub team repository
- **Meeting Note-Taker**:
  - Take detailed notes during the meetings and share them with the leaders
  - Attend standup meeting with TA & leaders to take notes
  - If unable to attend a meeting, find someone to fill in prior to the meeting time
- **Designer**:
  - Design things on time

- ○ Consider accessibility in the designs
- ○ Be open to feedback from leaders & teammates & willing to make changes if necessary
- **QA:**
  - ○ Review coverage of unit tests on a weekly basis, removing redundant tests & adding uncovered ones
  - ○ Submit a report to leaders each week detailing the status of quality assurance

Conflict Resolution

- Upon escalation of conflict beyond a professional point, communicate the matter with leaders and they will coordinate conflict resolution meetings with the necessary parties
- All members are expected to show respect and kindness to teammates
- All members can directly message the TA and/or the leaders if they deem necessary
- Keep conflict out of team meetings & events, we will resolve that privately

Failure to comply **with this contract without prior communication will result in the following:**
1. **First strike: The leaders will send a message as a reminder and will ask for an explanation**
2. **Second strike: A 1:1 meeting with at least one of the leaders**
3. **Third strike: A meeting with both leaders and the TA**
4. **Fourth strike: Come on Bruh :| (escalation to Powell)**

Write your full name below to sign this form:

Signature: Lindsey Rappaport

Date: 4/17/2024