Rules

Primary application for asynchronous communication: Slack

Primary application for synchronous communication: Zoom

What is expected

- Check Slack at least once a day for announcements
- Answer Slack direct messages within 24 hours
- Make progress on your task each weeek (negative progress is okay)
- Turn in work by stated deadline (leads will give 24 hours advanced notice assuming that they get 24 hours notice themselves)
- Be honest in the work that you have done
- Do your best to create an inclusive environment
- Communicate with the leads if you will be missing something or if you have to turn something in after the deadline

What happens if rules are not followed

1. One of the leads will direct message the team member with a more personalized reminder if one of the above rules is not followed
2. If this happens 3+ times in one week or 5+ times overall, the team leads may schedule a meeting with the team member and the leads
3. If this has to happen 4+ times in one week or 7+ times overall, the leads may schedule a meeting with the team member, the leads, and the TA

This contract will be effective starting Thursday, April 17th, 2024 through Thursday, June 13th, 2024.

X_____Edward Lin_____