Group Contract

1 Purpose & Objectives

- **Mission statement:** Our team aims to foster a safe space to allow each other to gain and practice skills needed to become a successful software engineer.

- **Top-level objective(s):**

  1. Complete MVPs

  2. Write clean and consistent code

  3. Document our code well (GitHub issues and PRs)

2 Shared Values & Standards

Value	"We show it when we…" (one-liner)
Collaboration	When we need help we reach out to one another
Accountability	When we make mistakes and own them
Responsibility	Follow through on our tasks and meet our deadlines

Simple rules we all follow

1. Show respect and listen actively.
2. Own your tasks and deliver on time.
3. Raise concerns early and constructively.
4. Resolve conflicts calmly or call a mediator.
5. Keep everyone in the loop via agreed channels.

3 Strengths & Development Areas

Member	Key strengths	Areas to develop	Support requested
Emily Nguyen	Communication	Time Management	I want to learn CSS :P
Jonathan Ty	Accountability	Collaboration	N/A
Somto Ikeanyi	Communication	Collaboration	N/A
Renee Dhanaraj	Communication	Time Management	Time
Ruyi Wu	Accountability	Communication	
Ibrahim Y	Accountability	Time Management	N/A
Aaron Joshua Delacruz	Transparency	Time Management	Learning/getting better at coding in general
Omar Akbari	Flexibility	Web development skills	N/A
Teá Ruiz	Time Management	Collaboration	Would like to learn JS/get better at testing

4 Roles, Responsibilities & Accountability

Deliverable / Area	R	A	C	I	Backup
CI/CD Pipeline	Abhyuday Singh, Ibrahim, Aaron				
MD Team Contract	Somto Renee				
ADR	Emily, Tea				

(R = Responsible, A = Accountable, C = Consulted, I = Informed)

Logistical duties
Meeting facilitator: Emily & Abhyuday
Note-taker: Emily

5 Needs & Expectations

- **Weekly Meeting**
  8PM Sundays, More as needed

- **Turnaround standards:**
  Slack DM & Discord: < 3 h

- **Preferred feedback style:** During weekly meetings, Personal DMs on Slack, Give Examples or Link Documentation for feedback

- **Definition of "done":** Passes Tests, Reviewed by at least 2 other people, can proudly claim ownership of code

6 Communication Protocols

Channel	Purpose	Owner / Moderator	Expected response time
general	Quick questions & FYIs & Off Topic	Everyone, TA	< 2 h
announcements	Meeting notes, class announcements	Team Leads, TA	Weekly/As Needed
development	Bugs, pull requests and reviews	Everyone, TA	<12 h
social	Anything but school work	Everyone, TA	N/A
Miro	Artifacts & reference docs	Emily, TA	N/A
Group Github Organization	Issues, task assignment, merging, development	Team Leads, TA	N/A

7 Issue Detection & Conflict-Resolution Process

1. Private conversation
2. Contact Team Lead
3. Contact TA

8 Rule-Break Handling ("Three-Step Ladder")

1. Friendly peer reminder.
2. Private conversation with team lead
3. Notify TA about recurring occurrences

9 Working Methods & Success Metrics

- **Cadence:** weekly sprint & retro according to class structure.
- **Tools:** GitHub Issues for tasks, Miro for white-boarding, Figma for designs, Slack for communication
  - **Equal contributions check:** rotate sprint lead and reviewer roles; review workload distribution in every retro.

Member Signature:

Omar Akbari