

TEAM CONTRACT

Team Members:

- Emma Djukic
 - Erica Chow
 - Eric Pham
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1. COMMUNICATION AND GROUND RULES

Communication Standards

- All team communications will take place through the designated Discord server
- Team members are required to respond to Discord messages that pertain to them in a timely manner
- Effective communication is essential for team success and is expected from all members

Work Distribution Philosophy

- Work will be distributed throughout the term with increased focus and effort as deadlines approach
 - All individual work must be completed one day before the official deadline to allow for:
 - Review and quality assurance
 - Resolution of outstanding issues
 - Correction of submission errors
 - Accommodation of unexpected life events
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2. TEAM MEMBER OBLIGATIONS

Each team member commits to:

- **Attend all scheduled group meetings**
 - **Deliver work of reasonable quality** that meets team standards
 - **Meet all internal team deadlines** as established by the group
 - **Communicate in a timely fashion** regarding progress, challenges, or availability
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3. WORK DIVISION AND ALLOCATION

Assignment Process

- Work will be divided as equitably as possible among all team members during team meetings
- Task assignments will consider individual strengths, availability, and workload balance

Flexibility and Support

- **Understanding and grace** are core team values
- Team members recognize that academic and personal commitments may occasionally overwhelm individuals
- When a team member cannot complete assigned tasks due to reasonable circumstances (not simply unwillingness), they must:
 - Communicate this challenge promptly to the team
 - The remaining team members will accommodate and redistribute work as needed

4. TEAM ROLES AND RESPONSIBILITIES

- Specific roles will be defined and assigned as each project deadline approaches
 - Role assignments will evolve based on project requirements and team member capabilities
 - Role definitions will be reassessed and confirmed for each major deliverable
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5. CONFLICT RESOLUTION PROCESS

Identification and Discussion

- Upon identifying any potential conflict, the team will convene a meeting to discuss resolution options
- All perspectives will be heard and considered during conflict discussions

Decision Making

- Final decisions on conflict resolution will be determined by team vote
- A **2:1 majority** is required for any resolution to pass
- All team members must participate in the voting process

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External Mediation

- In cases where expectations are unmet or conflicts cannot be resolved internally, the team may request a meeting with a Teaching Assistant (TA) to mediate the situation
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6. TIMELINES AND MEETING SCHEDULE

Project Deadlines

- Internal team deadlines will be set **one to two days before** official submission deadlines
- Specific timelines for deliverables will be reassessed and confirmed as submission dates approach

Regular Meeting Schedule

- **Primary meetings:** Mondays from 2:00 PM to 3:00 PM
 - **Secondary meetings:** Wednesdays from 2:00 PM to 3:00 PM (if needed)
 - **Additional meetings** may be scheduled by mutual agreement of all team members
 - **All meetings will be conducted in person**
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7. CONTRACT AGREEMENT

By signing below, all team members agree to uphold the terms and conditions outlined in this contract for the duration of the project/course.

Signatures:

Emma Djukic ~ Date: Wednesday, September 25, 2025

Erica Chow ~ Date: Wednesday, September 25, 2025

Eric Pham ~ Date: Wednesday, September 25, 2025

This contract may be modified by unanimous agreement of all team members. Any changes must be documented and agreed upon in writing.