

Project Team Contract

Group Members: Logan Hungerford, Nathan Klonaris, Ghofran Alzreikat, Joseph Cohen, Evan Jaramillo

Goals

- What are our team goals?

- Everyone is on time to team meetings
- Everyone is active in the teams chat
- Everyone gets an A

-Is it acceptable for one or two team members to do more work than the others in order to get the team an A?

- As long as everyone shows up for their parts of the project, and adheres to our goals above, we would want everyone to contribute to the final grade. We will all help each other to be successful. Being accountable to each other will keep us on track.

Meeting and Communication Norms

-How will we use our in-class time?

- We will bring our questions to each other to get feedback and help towards the project.
- We will plan the week ahead, deciding when to meet and what our responsibilities will be.

-How often will we meet outside of class each week?

- We will try to meet at least twice a week to meet the weekly deliverable deadlines, and we will also continue to review our work and get help from each other.
- Sundays will be a potential emergency meeting time, but we would prefer twice a week most likely on Mondays and Thursdays after classes.
- If we can't all meet on the same date, we can schedule smaller group meetings so everyone can give input and get feedback.

-How will we communicate outside of meetings?

- Microsoft Teams

-What are our working hours for Thanksgiving?

- The day of Thanksgiving is up to discretion on who wants to work, but we will not meet on that day. We can potentially meet the day or two before the long weekend instead.

Work Norms

-How will work be divided amongst the team members?

- At the beginning of the week, we will meet and divide the work and as the week progresses, we will probably meet again to discuss our progress, any questions, and if there are any issues with the division of work.

-Where will responsibilities for each task be recorded?

- Our Microsoft Teams chat will hold our summaries of the meetings, including responsibilities for the week and any extra important information.

-What happens if someone doesn't follow through on their work, or if team members are not participating?

- We will definitely discuss the issue amongst each other, but if there is no improvement moving forward, we will reach out to the professor for mediating or potential group alteration.

-Do we need the consensus of all group members in group decisions?

- 100% consensus will be used for making decisions around major deadlines and decisions. For smaller issues or questions that a decision can't be made, 3/4 group members will be the consensus.

SIGNATURES

Logan Hungerford

Evan Jaramillo

Ghofran Alzreikat

Nathan Klonaris

Joseph Cohen