

Communication:

- **Team Meetings:** We plan to meet once a week on Thursday from 5 - 6:30pm. We will be using Zoom.
- **Assistance:** We will use GroupMe for communications. Expected reply time is within 4 hours.
- **Respect:** I will keep open lines of communication and actively seek out the opinions of my teammates. During meetings, I will actively participate.

Collaboration:

- **Work Distribution:** During each meeting, we will decide on a deliverable and distribute workstreams between us based on that. If a team member encounters unexpected complications, the other team members should be open to helping cover for them.
- **Time Commitment:** We expect a maximum of 5 hours of work per week per person. If time conflicts occur, we will reschedule the deliverables to a time that works best for everyone.
- **Conflict Resolution:** For disagreements, we will hold a team vote. With 3 members, there should never be a tie. If someone misses team deadlines or is late twice, we will hold a quick meeting to find a better schedule for everyone. On the third offense, we will bring the issue up to a course staff to discuss the situation.