

Team Contract

Communication:

Team Meetings: We will meet 2 times a week, on Wednesday and Sunday. Our meetings will meet 1 hour on average. We will use Zoom to hold those meetings. Boda Song will take notes about the progress.

Assistance: We will use WeChat and email to contact. And will respond to each other in 30 minutes.

Respect: We will meet with each other in zoom meetings, and let everyone speak one by one. Also, we require team members to comment on each other's thoughts or ideas.

Collaboration:

Work distribution: We will assign the workload equally to each other. When facing unforeseen difficulties we will first identify which part does this problem belong to and who is in charge of it. And that person will talk about his idea about it. Then we will discuss them together, and work out a way to solve it.

Time commitment: Each group member is expected to work 8-10 hours a week. Prior time commitment is included, which includes individuals reporting their progress. If time conflicts do occur, we will reassign the work in order to fix the issue.

Conflict resolution: When conflict occurs, we would peacefully communicate with each other. If one or more teammates have not accomplished their assignments, other team members should negotiate with them and make a new schedule.

Boda Song
Haomiao Chen
Mike He
Kaifeng Wang