**CPE/EE-695A: Final Project Team Contract**

[Instruction: replace red texts with your answers. ONE contract shall be submitted per team. This contract serves as the reference shall there be issues with the project.]

1. **Team Member Names**

[List all team members’ names.]

1. **Communication**.

[Will your group members communicate via Canvas Groups, email, Zoom, or other? Make sure you include expectations for response time.]

1. **Collaboration.**

[How will your group collaborate on documents and projects? For example, any online editing or sharing tools (e.g., overleaf, Google Drive, etc.) will you use? Who will create and maintain the documents and projects?]

1. **Assignment Submission.**

[Who will be responsible for submitting the first assignment (this contract)? Will this role be rotated or remain with one team member?]

1. **Team Conflict.**

[Discuss conflicts that may arise when working within groups. How will you work as a team to resolve issues when they arise? At what point should the instructor be involved?]

1. **Other ideas.**

[Share any other norms or expectations that your group would like to include.]

Signatures of team members and dates: