

# Final Project Team Contract

CS 378 | Spring 2023 | Introduction to Human-Computer Interaction

Your team must be 3-4 members. If you do not have a team of 3-4 members, you must post on [Piazza](#) to identify other teammates.

Once you have a team, please meet to fill out and sign the contract below. Just like we can't assume our users have the same system understanding as we do, we can't assume our teammates have the same expectations for participating in a team as we do. The contract helps to establish a shared understanding of expectations!

**Team Name:** Hauntingly Cute Inventors

**Date:** 01/31/2023

**GOALS:** What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?

Our goal for this project is a working, interactive prototype to showcase by the end of the semester. We would love to deepen our understanding of human-centered design in order to make more effective products in the future.

We would like to improve our skills in observational interviews (e.g. asking appropriate questions, cold calling, etc.), prototyping (both low and high fidelity), technical UI/UX implementation, giving effective feedback, and meeting deadlines.

**EXPECTATIONS:** What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, quality of work, etc.?

We expect our fellow group members to remain punctual and give timely notifications to each other if plans change.

Effective and respectful communication is expected.

We would like to make a safe space during the ideation process and beyond so that everyone knows that all ideas are welcome.

While we all understand that we are new to the prototyping process, we expect that our fellow team members give 110% during this learning process.

If we run into conflicts during this process, we will be open to hearing the other's point of view and remain respectful with the ultimate decision.

**COMMUNICATION CHANNEL:** What channel(s) will we use to communicate asynchronously? Establish a shared communication channel (e.g., group text, slack, discord, etc.) and state below what platform(s) your team is using.

We shall use Discord as a primary mode of communication.

**POLICIES & PROCEDURES:** What rules can we agree on to help us meet our goals and expectations?

1. We will strive to attend at least 80% of group meetings unless a serious conflict prevents us from doing so.
2. We shall respect others' design ideas and decisions
3. We will only meet during the hours of 8 AM - 1 AM.
4. We will each do our fair share of work
5. We shall be active listeners
6. We shall try our best to help one another
7. AND HAVE FUN

**CONSEQUENCES:** How will we address non-performance in regard to these goals, expectations, policies, and procedures?

We shall respectfully confront the person and address the issue directly. If they are honestly trying to comply, we shall offer leniency.

We share these goals and expectations and agree to these policies, procedures, and consequences.

Jalyn Derry

Team member name

Spokesperson and Innovator

Team member role

DanThy Nguyen

Team member name

Devil's Advocate and Explorer

Team member role

Emily Padilla	Harmonizer and Prioritizer
Team member name	Team member role

William Eng	Facilitator and Timekeeper
Team member name	Team member role

Team Contract Adapted from:

<https://www.cmu.edu/teaching/design/teach/design/instructionalstrategies/groupprojects/design.html>