

## Communication

Team Meetings: We plan to meet at least 2-3 times (or as needed) as a group over zoom (or whatever is convenient), in addition to discussing more daily issues through GroupMe chat. We also plan to create a shared google doc in which we record our duration and progress for the week.

Assistance: Teammates can ask any others for assistance through GroupMe, during the team meetings, or whenever we are working on the project at the same time.

Respect: We ensure that every member has the opportunity to speak and share their ideas by expressing them in our GroupMe chat. Moreover, to make it more engaging, we are certainly going to discuss any novel ideas during the team meetings.

## Collaboration

Work Distribution: First we plan to discuss which particular parts of the project each member may be interested in, before further developing a roadmap and discussing who should be responsible for what. This could be subject to change but if a member wants to work on another member's section, they should first talk with that other member.

Time Commitment: Each member should try to spend at least 5-6 hours per week working on their responsibilities, shooting for a total work contribution of 15 hours over the next three weeks, or however they see fit. (We should probably work on this as much as we can during break since during finals we would have less time.)

Conflict Resolution: If a situation were to occur in which one or more members have not accomplished their task, we plan to create more team meetings in which we can all solve the problem together. Furthermore, we plan to get help from TA if needed.