

INFO/CS 3300; INFO 5100 Team Contract
Names/netids:

We agree to the following policies for our team. Once agreed to, these policies cannot be changed for the duration of the project.

Team roles. Any specific roles within the group, their responsibilities, and how those roles will be assigned or rotated.

Decision making. For example: consensus, majority vote, or team captain.

Communication. Methods of communication, expectations for response times.

Meeting times. When and where you will meet, expectations for attendance.

Balance of responsibilities. Procedures for ensuring that everyone contributes.

Conflict Resolution. What we will do when we identify problems, and how we will resolve them.

Availability. When each member will *not* be available for any reason (coursework, travel, social events, etc), and how you will work around these absences.

Team and TA Witness Signatures: