**Team Contract**

Your group contract/working agreement should include these elements. Feel free to add other terms, too.

1. **Full name and net ID of each of your team members.**

Jing Liu(jl3556) , Lu Chen(lc856), Kong Hu(zh299)

1. **To what goals do we all commit?**

To seize every learning opportunity and deliver what the clients expect.

1. **What are our “ground rules”? (Don’t make an exhaustive list—stick with just a few.)**
2. Help and communicate with each other
3. Complete your share of work on time
4. Be prepared for weekly meetings
5. **By what means and how frequently will we meet or communicate?**

Meeting in person every once a week;

Prompt interaction/communication online via Wechat.

1. **What roles will we create? Include a description of exactly what each role is responsible for.**

UI/UX role: perform design and user testing for website interfaces

Front-end role: implement the website with foundational functions

Back-end role: develop the database, set up server and cloud platform

1. **How will we hold ourselves and one another accountable? What (exactly) will we say to a team member who appears not to be contributing equally? To a team member who fails to deliver what was promised?**

We hold each other accountable by rapid communication and consideration. We understand each member’s capability and schedule and distribute our tasks based on everyone’s skills and available time.

When we find any team member not contributing equally, we will sit down and discuss the issues with all members in the team. We will find out whether it is because of his/her irresponsibility, or that s/he has tried his/her best and it is just a matter of capability. If it is the former, we will push him/her forward as a team and report to the course advisor if the situation remained unchanged. If it is the latter, we will re-distribute the task in the team and help that member find his/her best role.

If a team member fails to deliver what was promised, we will also investigate into the reasons first. If it is because the team member did not put effort into the task, we will push him/her or report to the course advisor. If it is because s/he had unavoidable time conflicts or technical difficulties, we will try our best to help and look for external resources.

1. **What do we do when we disagree? What approach to conflict to we all agree to uphold?**

When we disagree, we sit down and hear everyone’s opinions. We will list the advantages and disadvantages for everyone’s idea, evaluate what is best for the project, and decide which approach is better. We may also find out a third way that incorporates both strategies. By all means, we all agree that communication and understanding are the fundamental approaches we should uphold to.

1. **What are our procedures for re-visiting this contract?**

We evaluate the situation and decide whether it is necessary to revisit this contract. If more than half (two out of three in our case) of the members believe there is a need to revisit contract, we will do so.

1. **What else do we want to include in this contract? (Consider adding a clause about how you will make this experience fun!)**

Jing will bring candies to every weekly meeting. ☺ (Jing: OK, and you guys will bring soda!)

A copy of this contract signed by all team members is due by \_2/13\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.