

Communication

1. **Team Meetings** - We plan on meeting 3 times per week, every Tuesday, Thursday, and Saturday at 5pm. The number of times per week and time can change depending on how the project is going to accommodate for any difficulties or conflicts. We will be using Discord as our communication software. Since we do not see the need for recording minutes, we will not do so.
2. **Assistance** - Since we have each other's contact info and since we are roommates, communication will not be an issue. Responses should take no more than 8 hours.
3. **Respect** - We've worked together before, so effective communication shouldn't be too difficult. We will set aside blocks of time to communicate. With communication, we are able to encourage open expression within the group. If there are concerns of disrespect, the group as a whole will do their best to fix any disrespect issues. In general, respect should not be an issue but this is always a very important aspect to always keep in mind.

Collaboration

1. **Work Distribution** - We will weigh the difficulties of our project goals and objectives and will try to split the work equally on all parts of the project, whether it be coding or, drafting the report. If one works less on one aspect of the project, we will try to be aware of it and compensate for the work in another area.
2. **Time Commitment** - In total, the amount of hours per week for each group member should be around 5-10 hours. If conflicts occur, the team member in question should be responsible for informing the other team members of their conflict and making sure they finish their part of the assigned work before the next meeting.
3. **Conflict Resolution** - We will talk it out and hear from each side to reach a resolution. When one person is slacking, then the other group members should

let them know that they need to get their act together. If these incidents keep occurring, we will report the behavior on the weekly reports.

Electronic Signature:

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Brandon Wong

Anthony Xu