

Team Contract

Team members: Jiayi Tao (jt753), Lu Chen(lc856)

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.

Jiayi Tao: Research data, Design, Creativity, Coding, Document

Lu Chen: Research data, Data Analysis, Coding, Implementation, Document

Decision making.

Consensus, Majority Vote, refer to TA's advice, Team Discussion, Refer to online information

Communication.

- Methods: Gmail, Texting(iMessage, wechat), Google Docs
- A meeting once each week: Tuesday and Thursday 4pm-6pm
- Expectations for response time: Within 12 hours

Balance of responsibilities.

- Everyone comes to the scheduled meetings.
- Divided the task evenly so that everyone has work to take care
- Update the process with others, help each other debugging, if they need help

Enforcement.

- Review team contract every meeting
- Openly discuss about opinions

Conflict Resolution.

- Keep the communication open and negotiate with each other
- If the problem cannot be solved, ask the TA mentor for help.

Signatures: Lu Chen

Jiayi Tao

TA Witness Signature: