

## **Team Contract**

Puran Zhang (pz75), Jiangjie Man (jm2559), Pengcheng Zhang (pz84), Xiuyan Xin (xx254)

*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.**

The roles are data collection, data analysis, design, implementation, and documentation write up. And we will split the tasks equally for each member.

### **Decision making.**

Consensus, Majority vote, refer to TA's advice, Team discussion, refer to online information.

### **Communication.**

- Communication Methods: Wechat, google docs, slack;
- A meeting twice each week: Tuesday and Thursday 4:00- 6:00pm (except the spring break);
- Response times: generally within two hours, maximum wait time allowed is 24 hours.

### **Balance of responsibilities.**

- Making sure that everyone comes to the scheduled meetings;
- Evenly divide tasks into 4 parts, based on the each member's expertise;
- Update the process with others, help other members, if they need help.

### **Enforcement.**

- At every week meeting, we will identify if anyone violated this contract;
- If team members have different opinions about the contract, all members talk with witness TA together.

### **Conflict Resolution.**

1. We will have a meeting to talk about any possible problems;
2. Everyone comes up with solutions for each problem;
3. Team reaches a consensus by majority vote;
4. If we still fail to reach a consensus, team members will talk with witness TA together.

### **Signatures:**

Puran Zhang, Jiangjie Man, Pengcheng Zhang, Xiuyan Xin

### **TA Witness Signature:**

Luke Reisch