

Matthew Roth, Hannah Sadikovic, Mikhaela Mueller, Jacob Neel, Ben Rome, Yashkumar Patel

Group Assignment 1: Combined Team Contract and Minutes

Team Contract for Team Intellectual Six

Project: Cardinal Cupboard's Website

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
Matthew Roth	Matthew Roth
Hannah Sadikovic	Hannah Sadikovic
Mikhaela Mueller	Mikhaela Mueller
Jacob Neel	Jacob Neel
Ben Rome	Ben Rome
Yashkumar Patel	Yashkumar Patel

Code of Conduct: As a project team, we will:

- Respect each team member's time, opinion, and work
- Remain honest and ethical
- Treat each team member fairly

Participation: We will:

- Meet once a week in class
- Meet once a week out of class
- Meet more if the situation demands it

Communication: We will:

- Communicate through text message
- Hold team meetings with Microsoft Teams
-

Problem Solving: We will:

- Work together to solve problems.
- Understand the process
-

Meeting Guidelines: We will:

- Go over tasks as efficiently as possible
- Delegate work to the appropriate members.
-

Organization Name: The Intellectual Six

Meeting Minutes

Monday January 17th at 5pm

Present: Matthew Roth, Hannah Sadikovic, Ben Rome, Jacob Neel, Yashkumar Patel, Mikhaela Mueller

Next meeting: January 21, 2022, 6:00PM, Microsoft Teams

1. Announcements
 - New members: Matthew Roth, Hannah Sadikovic, Ben Rome, Jacob Neel, Yashkumar Patel
 - No changes in events

2. Discussion

Summarize the discussion for each issue, state the outcome, and assign any action items.

- Introductions from everyone
- Exchanged contact information
- Worked on assignment 1

3. Roundtable

Summarize the status of each area/department.

- Progress on assignment 1 was made.
- Items for EOD 1/24 were considered.