

## 1. Communication

### a. Team Meetings

- i. We will meet Sunday and Wednesday evening at 4pm for an hour. We will use Zoom and Facetime in order to meet. If needed, Shivani Goyal will take notes if needed, in case there is a team member that is not able to attend a call, and they will be updated on what occurred during the call.

### b. Assistance

- i. Teammates can be contacted through email or text; teammates should be expected to respond one day.

### c. Respect

- i. We will try to make sure that everyone is comfortable with each other in order to ensure that everyone's voice is heard. We have an iMessage group chat for quick communication, and will also use email for formal communication with our mentor and instructor if needed. No ideas will be made fun of and we will all as a group decide whether to go forward or not with an idea.

## 2. Collaboration

### a. Work Distribution

- i. We will split up the workload evenly by playing to our members' strengths. This can involve pair programming, dividing up by various sections (preprocessing, algorithm, etc), or other techniques. If there is unforeseen work, we will communicate further to see how it can be split up based on availability.

### b. Time Commitment

- i. Each group member should try to put in (along with the 2 hours per week that we meet up on a call) around 3 hours of work per person per week. If

there are any time conflicts we will communicate those quickly and work around them so that we can continue to work on the project in an efficient and timely manner.

c. Conflict Resolution

- i. To resolve conflict, we will first try to openly discuss matters among the group. If a member is repeatedly not meeting expectations and does not respond to in-group resolution, we'll escalate it to course staff. If a member is habitually late we will try to change the meetings time in order to accommodate that person.

3. Sign Below

- a. Shivani Goyal
- b. Mike Neff
- c. Navi Beseeti
- d. Luis Perales