

Team Contract

genel2-gjiang20-mgau2

Communication

1. **Team Meetings:**

- a. When/Frequency: Wednesdays at 9pm/Once a week
- b. Duration: 30 min. - 1 hr.
- c. Software: Zoom, Teamviewer

2. **Assistance:**

- a. Contact Method: Facebook messenger
- b. Response Time: within 12 hours

3. **Respect:**

- a. We are respectful human beings.
- b. Yes.

Collaboration

1. **Work Distribution:**

During our weekly meetings we overview the task goals for the week and distribute them evenly and according to each member's preferences and strengths. In order to avoid unexpected complications or unforeseen work, we will confirm our schedules with one another beforehand and prioritize our communication so that everyone is always on the same page.

2. **Time Commitment:**

No specific time is required of our team members, as we respect that everyone has their own lives and commitments for other classes. All we ask is that each member is able to successfully complete their allocated tasks for that week on time and/or reach out for help when necessary.

3. **Conflict Resolution:**

If there is a disagreement between members, the team will make sure each side is heard before reaching a resolution. If members have not accomplished their tasks or are habitually late, we will discuss it during our weekly meeting and figure out the best way to ensure that all group members are contributing to the project.