

TM2 Contract Draft Requirements

1 Contact Info:

- ◆ Member: Linda Kanjanabout
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 - Discord: lindaKanj
- ◆ Member: Corey Brady
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 - Discord: Khoree
- ◆ Member: Jaylen Davis
 - ODU Email: jdavi177@odu.edu
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 - Discord: AOGreen_1225
- ◆ Member: Chloe Lee
 - ODU Email: clee030@odu.edu
 - GitHub Username: koalaOnEE
 - Discord: kaperath
- ◆ Member: Evan Morris
 - ODU Email: emorr018@odu.edu
 - GitHub Username: morrisEA
 - Discord: Baelhorne

2 Availability:

- Linda Kanjanabout:
Mon/Wed/Fri: 9am-12:30pm, 4pm+, Tues/Thurs: 6pm+, Sat/Sun: Anytime
- Corey Brady:
Sat-Wed Anytime, Thurs 5pm+, Fri Anytime
- Jaylen Davis:
Mon - Fri after 6pm
- Chloe Lee:
Sat-Wed 6:30pm+ , Thurs 4pm+ , Friday 5pm+
- Evan Morris
Mon: Anytime - 7pm, Tues: 5pm - 9 pm, Wed: Anytime - 7pm, Thurs: 5pm+,
Fri: Anytime

1 Examples of Excellent Professionalism

Some aspects of *what it means to be a professional* to create a productive and collaborative working environment:

- Effective Communication:
 - Having clear and concise communications/explanations that provide essential information clearly and efficiently.
 - Provide timely updates and responses to emails and messages.
 - Actively listening to each other's perspectives and feedback.
- Collaborative Teamwork:
 - Working collaboratively towards the goal with willingness to share knowledge, help others, and ask for help when needed.
 - Respect opinions and differences while finding compromises and focusing on solutions and the main goal.
 - Adaptability and openness to constructive feedback, new tools or methods, taking on different roles or tasks as needed.
 - Provide helpful feedback that is specific and actionable.
- Reliability and Accountability:
 - Being consistent with meetings, deadlines, and delivery of quality work.
 - Prioritizing tasks effectively and mindful of time constraints of others.
 - Owning up and being accountable for your mistakes by taking responsibility for fixing them.
 - Contribute to finding solutions.

3 Expectations for each other:

- ◆ **Weekly Meeting Time: Tuesday 6:30pm**
- ◆ Each member will attend any meetings called during the above-listed available times with prior notice of at least 48 hours.
 - Should a member be unable to attend a meeting, that person will notify *all* team members promptly. This helps ensure that team members have enough time to adjust plans/tasks if someone can't attend.
 - ***Promptly – At least 24 hours before the scheduled meeting time, unless there are extenuating circumstances (such as emergencies), in which case notification should be made as soon as possible.***
- ◆ All team members will use email/discussion board/Discord/Teams/Slack for team communications.
 - **Discord Channel: TM2**
- ◆ Each member will do their share of the group's work.
- ◆ Team members will respond to email/posts within 24 hours on weekdays, 48 hours on weekends.

- ◆ Team members will be professional and respectful of one another in all communications.
- ◆ No team member will allow more than a week to lapse without making some substantive & visible contribution to the project.
- ◆ Work that only exists on a person's own PC or in a person's own directories does not qualify as visible.
 - **Tracking Work in GitLab:**
 - <https://www.cs.odu.edu/~tkennedy/cs410/latest/Public/trackingWorkGitLab/index.html>
- ◆ Each member will complete their assigned tasks by no later than 48 hours before an assigned deadline.