**Lab Contract**

1. There is one contact member in the group who will submit the labs: Xing Li
2. Each week there is one coordinator who is in charge of the overall lab progress. The coordinator shall be the main contributor to the lab and shall dispatch the tasks with due date if needed to make sure the lab is completed efficiently. The coordinator will be rotated in the three members of the group.
3. All members shall closely monitor the team chat channel to respond to teammates as soon as possible, no later than 12 hours. When a task is finished, the owner shall send a message in the communication channel to get all members informed.
4. Two weekly meetings are scheduled. One is on Monday from 7pm to 7:30pm for general design and dividing tasks. One is on Friday from 12:30pm to 1pm for review. The Friday meeting might be cancelled if everything goes smoothly.
5. All members will use GitHub as the repository.
6. All members will use Microsoft Teams as the major communication channel.
7. When one member cannot attend the meeting or complete tasks on time, he shall inform the whole team as early as possible.

Signature:

Xing Li