

Communication:

1. We will meet 2-3 times per week for around 2-3 hours per session. We were planning on using discord as our software tool to communicate and host meetings. We were thinking of recording the screen sharing and the chat in discord would be where we take notes so it will be all saved.
2. We have created a GroupMe between our team members to contact each other, and we are giving each other around a few hours to respond and get back to each other. Since people are busy, the time to respond will differ time to time, but on average we should expect a response back in a few hours.
3. We have to make sure to understand each other's ideas and respect each other's ideas, and not discourage one another as we are a team. If someone does not like an idea then they should respectfully express their opinions and explain why a different idea is better. The other person should respectfully accept the criticism from their team member and try to understand the other person's thinking.

Collaboration:

1. We will make portions of the projects and split them up within the team. We will ensure that each portion is of equal difficulty and has a variety of work in it. We will take opinions from everyone and assign the portions based on people's choosing and liking. If someone feels overwhelmed by the work that was given and they decide they need some help, then they can bring this up in the next group meeting and ask if other team members are willing to help, also they can send a message in the group chat about their problem.
2. We are expecting each team member to give around 7-10 hours per week strictly for this project. Other than the school and midterms our team does not have any other prior time commitments that they need to be accounted for. We will try our best to be flexible with our schedules to fix conflicts when they arise, whether it be working late at night or early in the morning.
3. Since we are a three person team we can essentially vote on everything when a disagreement arises. The person whose idea was not chosen has to be respectful of the decision made. If a person is busy a certain week they should communicate with us and let us know so we can change our responsibilities for that week, and the person who was busy can make up their slack in the next week by contributing more to the team. Sometimes certain situations arise, so if a team member knows they will be late then they should communicate with us before time. If a person is habitually late then we would hold them accountable for it, and if such behavior continues then we would contact the course staff.

Team Member Signature:

1. YOUJIN TARK

2. NEIL SAHAI
3. DANIEL FERRISS