**VIP Team Contract Template**

*This document is a binding contract that will be used to help hold each member accountable for team expectations and help with work-load distribution and conflict resolution. Each team member should keep a copy of this contract. Use this template for suggestions. Teams can create their own contract and do not have to follow what is written below.*

**Team Members**

Name Nathaly Jose-Maria Email njosemaria3@gatech.edu Phone 678-914-8982

Name: Siri Reddi Tanguturi Email: stanguturi3@gatech.edu Phone: 774 262 3960

Name: Esther Yael Shalom Email: [eshalom3@gatech.edu](mailto:eshalom3@gatech.edu) Phone: 7866532215

Name: Raghav Raahul Manoharan Jayanthi Email: [rjayanthi30@gatech.edu](mailto:rjayanthi30@gatech.edu) Phone: 404-862-0198

Name: Anna Hart, [ahart34@gatech.edu](mailto:ahart34@gatech.edu), Phone: 770-329-0761

**Expectations**

What are the expectations you have for your team members? How will you communicate with your team members? How responsive do you expect team members to be? What is your strategy for distributing work within the group? Will you rely on the skills of individual team members?

Team members are expected to communicate effectively, and respond promptly especially if a deadline is approaching. Team members are expected to share the workload equally but also communicate regarding unusually difficult weeks.

Our team will communicate with other team members if we have an issue with their professionalism and give the team member a chance to correct. We will be reasonable with expectations as well and understand that unusual circumstances can happen.

**Strengths/Skills**

List the strengths and skills each team member brings to the team. Consider reliability, punctuality, flexibility, leadership, writing skills, light semester load, model-making/prototyping, 3D modeling experience, presentation-skills, electronics, programming, accessibility to campus, visual communication, etc.

* Nathaly Jose-Maria
  + I live on-campus.
  + I have experience programming in various languages, particularly Python for data processing, Java for ubiquitous computing, and SQL for data management.
  + I have experience with some modeling particularly with Unity.
  + Generally very flexible as long as there is open communication and trust.
  + I will gladly put my neck out for the group if it comes to presentations, asking questions, etc, I just ask that I am not the only one responsible for this.
  + Generally a good writer.
  + Generally punctual.
* Siri Reddi Tanguturi
  + I live on campus (west)
  + I’m a CS major with tons of mobile app & web app development experience (2 internships at Google and more!). I am also very well rounded and feel comfortable working in almost any language, including but not limited to: Java (including with Android specific components), Javascript, C/C++, Python, SQL, HTML/CSS, Swift, SolidWorks, and MATLAB.
  + I consider myself to be fairly interdisciplinary: I have several biotech projects, mostly having to do with accessibility but I have one disease detection project that I presented at an international research conference (I’d be happy to discuss in more detail!)
  + I am very creative and innovative which allows me to be a great problem solver!
  + I am a great team member because I know how to communicate clearly & in a timely manner and I know how to listen actively and work together to create cool projects :)
* Esther Yael Shalom
  + I live 5 minutes from campus
  + I am a biochemistry major. My only CS experience is MATLAB.
  + I know how to work with excel very well
  + I am good at making presentations.
  + I have experience in autoCAD (was previously a environmental engineering major)
  + I have had experiences in healthcare in rural places and I am good at coming up with ideas.
* Anna Hart
  + I am good at organizing & making internal deadlines
  + I am good with communicating with others
  + I have experience in Python, MATALB, C, and Java as well as github and google colab
  + I have experience working on computing projects applied to medical research
* Raghav Jayanthi
  + I live near Publix.
  + I am a BME major. My CS experience is mainly with MATLAB and Python for data processing and some experiencing dabbling with deep learning (mostly learning from Youtube)
  + I am perspeverant, have experience using Solidworks from both my internships.
  + I have had two experiences from healthcare.
  + Good at presenting.
  + I do want to do more coding projects and get more proficient in it.
  + Always open to feedback.

**Potential Conflicts**

For each team member disclose the possible impacts on project participation, so that these can be anticipated and worked around. These are not an excuse for poor participation, but rather a way to solve possible issues before they arise. Heavy semester load, other commitments (athletics, work, etc.), family responsibilities, commuting, shyness, poor writing skills,

* Nathaly Jose-Maria
  + Busy 17 credit workload this semester :<
  + I work part-time in the College of Computing. Usually little to no work, but some weeks will be particularly busy compared to others depending on what events are going on that I will have to help plan and host. I will advise in advance when these events/busy times are with as much advanced notice as possible, but if that is not possible, I simply ask for flexibility and patience as we work to resolve our issues.
  + I have anxiety and depression registered through the Office of Disabilities that makes some days harder than others. I am usually fine, but I will occasionally have time periods, anywhere from a few hours to a few days, where I need to take time to simply reset away from all of my activities. This happens typically every other month or so. Because of this, I may be unresponsive in these moments, but I will do my best to communicate these periods and the times in which I am able to bounce back ready to work again.
  + Weekends are harder for me to have regular meeting times with as mine tend to be very variable. I often drive home to help watch my sick father. I am unsure if this will be an issue, but I thought to communicate clearly in advance.
  + I can be quite introverted, so I may seem disinterested, but I promise I listen attentively and am actively engaged in conversation and activities. I love hearing from others and their work, and I would especially love to help and contribute in any way I can.
* Siri Reddi Tanguturi
  + I am quite busy this semester - I have a 16 credit work load, I’m in Bits of Good, I’m a new member of Satrangi (a competitive dance team at GT), and I’m a TA for CS 3300 in addition to this project! I have complete confidence that I can excel at my tasks and can be a great contribution; however finding last minute times to meet might be slightly challenging. But I will make sure to attend all weekly meetings!
  + ^^ Because of this the work I can do per week varies. I might be able to do more / less depending on different obligations, but I will compensate for a “less” week by doing more beforehand :)
* Esther Yael Shalom
  + I have a 16 credit work load and for now this is my only project this semester besides some volunteering.
  + I have religious holidays a couple of days this semester where I would not be able to use electronics nor work.
  + I hope I can make a contribution even if I don't have any experience in creating algorithms
  + I am shy at first but I will always speak up when I have an idea
  + I don't like last minute changes, but I am always flexible if necessary.
  + English is not my first language
* Team Member 4
  + I have a fairly busy semester but I can manage my workload as long as I know ahead of time what I will need to get done
  + I do get stressed when it gets close to the deadline and parts of the project are not done. Internal team deadlines reduce this since I am not stressed about whether part of the project will be done by 11:59pm
* Raghav Jayanthi
  + 13 credit semester but 6 overall classes including 3 labs so still fairly busy.
  + Like to finish things ahead of the deadline rather than cramming it in.
  + Clear communication of tasks between members
  + Hope to learn and challenge myself in the coding assignments
  + Internal team deadlines help

**Meeting Times**

Please list possible times for meeting with team members outside of class. Please be sure to list any black-out dates and times.

Availabilities: <https://lettucemeet.com/l/EVGlw>

Weekly meeting time: 2:30-3:30pm on Tuesday at Design Garden

**Methods of Communication**

1. How will your team communicate? Will you use a group messaging platform, text message, phone call, email, video calls, etc.?
   1. Our team will communicate over group me. In emergencies, group members can direct message each other and contact each other via phone if that does not work.
2. How quickly is a response expected to communications – within 2 hours, within 24 hours, etc.? Should all team members acknowledge receipt of communications?
   1. A response is requested within 24 hours; however, in the event of an approaching deadline a response may be requested within a couple hours.
3. Will you have in-person meetings, and if so, how will you adhere to social distancing requirements?
   1. We will have in-person meetings to best facilitate discussion. We could possibly do over zoom in the event a team member is sick.
4. Describe your strategy to effectively work remotely and collaborate. What platform will you use for video conferencing, sharing documents, and collaboration? This is an essential component of team-based design.
   1. We will use google drive and github for team documents. We will use group me for messaging and zoom for virtual meetings.

**Conflict Resolution Plan**

Since part of your grade is based on peer review, please outline your strategies for dealing with the following team issues: tardiness, absenteeism, slacking off, missed team deadlines, etc. Will you institute a 3 strikes you’re out policy? Or will it be trial by jury? How will your group deal with these issues within the group? At what point will you involve the TA/Instructor?

We will first discuss the issue directly with the team member, give them a chance to explain themselves, and discuss how the group or the team member can adjust to help the team member meet requirements. If the group member is still not fulfilling expectations, we will have a trial by jury. If the individual needs to be contacted multiple times about missing work, this will be discussed in the group meeting. As a last resort, we could reach out to instructors. Team members are at all times expected to be honest with each other and do their work with integrity.

***I have read and understand the expectations and conflict resolution plan outlined in this document, and agree to follow this plan in an effort to have an equitable and harmonious project experience.***



Nathaly Jose-Maria \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 09-08-2022

Team Member 1 Printed Name Signature Date

Anna Hart  9/8/2

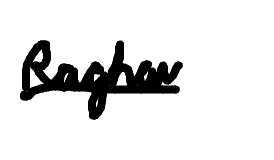
Team Member 2 Printed Name Signature Date

Esther Yael Shalom  9/8/22

Team Member 3 Printed Name Signature Date

Siri Reddi Tanguturi  09/08/2022

Team Member 4 Printed Name Signature Date



Raghav Jayanthi 09/08/2022

Team Member 5 Printed Name Signature Date

Witnessed By:

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Instructor Printed Name Signature Date