

Team B Contract.

As a team, we want to have a website that is useful and accessible to carleton students. We hope that through this experience we are able to develop key teamwork, time management, communication and software development skills; for this last one, we hope we learn how to create software that is user friendly and is helpful for all kinds of user roles.

We understand that our skill sets vary and that each of us will bring something different to the table. Rajeera is good at visually piecing together components of a project to make sure that the result is accessible and appealing. This will probably be helpful in the front end of the project. Alejandro has affinity with solving logical problems with code; a skill that will likely be used in the back end of the deliverable. Aubrey has a background in team-based projects and has an even foundation in visuals and logic, this will come in handy when making sure that the front and back end are cohesive.

As for broader life skills, Rajeera enjoys solving problems, Alejandro is good at organizing to make sure that deadlines are met, and Aubrey has experience in working in computer-based projects that involve other people. With this in mind, we hope we can work together to make sure that we are not discouraged when faced with a problem, manage our time optimally, and have a good team environment.

Team Rule:

- We will generally meet on Tuesdays and Thursdays, from 12 to 1. We will discuss if meetings are necessary or not, and communicate when outside factors inhibit this schedule and those times have to shift. If we need more time out of this, we will meet on Tuesday/Thursday from 6 to 7. Our meeting place will be 4th Libe.
- Member roles will be assigned in the previous meeting. We will rotate between setting an agenda, taking notes and facilitating discussions.
- We use Slack to communicate.
- We all strive to be respectful, but we also vow to be honest if we think that communication is not being respectful. There is an understanding that if someone is

speaking up about a discomfort, the discussion will be taken seriously and treated as something that matters.

- If a teammate is not communicating, they will be approached over slack, otherwise in a meeting, otherwise in class. If this is not possible we will let the professor know. We will check in twice a week.
- We will be meeting in person, if this is not possible then we will resort to zoom. Google Drive and GitHub will serve as collaboration tools
- When facing difficult decisions, we'll strive to get consensus. Concise proposals for solving problems will be encouraged from the onset so that we can modify a thorough approach rather than incrementally building an approach over the course of a long period of time.
- We will try to divide work equally taking into consideration individual skills. If at some point a team member feels like the work load is uneven, then we will address these concerns and try to redistribute.
- To ensure that everybody is participating meaningfully we will take the first 10 minutes to talk about how we're feeling regarding contributions.
- We expect each teammate to dedicate 8 hours of time into the project and more if needed (up to 12 hours) so that we are all satisfied with the work that was committed.
- Confront the beginning of meetings or contact the professor if the first approach didn't work or the issue at hand.
- If conflicts arise between two team members then the third one will try to be a neutral person who will help in resolving these conflicts. If conflicts arise among all three members then they will be discussed with the professor. (Both statements assume that problems were not resolved by an educated discussion between the participating parties).