

Communication

1. Team Meetings When and how often will your team meet? How long should each meeting last? What software or tool will you use to host these meetings? Will someone take notes (record minutes)?

We are planning to meet once a week on Zoom and will be staying in contact through text throughout the project. Each Zoom meeting will be anywhere from 30 minutes to an hour, or however long is necessary. We will keep our own notes that we feel are relevant to the progress of the project, these may include sketches, diagrams, and other ideas.

2. Assistance How will your teammates be able to contact you if they need your help or opinion on a task? How quickly should you be expected to respond?

We will communicate using text messages. We have a group chat and can also individually message each other if needed. Teammates are expected to respond within an hour during reasonable hours (in their respective time zone).

3. Respect An effective team needs to have an environment which encourages open expression of ideas. How will you ensure that every member has an opportunity to speak and, more importantly, that every member will actively listen and engage with the thoughts of others?

During team meetings we will all give enough time so that if someone has to say something they can. After they give their opinion we engage so that everyone feels like they can speak, listen and engage.

Collaboration

1. Work Distribution How will you assign workload for this project? How will you address unexpected complications or unforeseen work? You are encouraged to identify the strengths and desires of each team member when distributing work. You do not need to all work equally on a particular deliverable – it is the overall work that should be largely equal.

We will assign tasks to each team member during the meetings, along with a deadline for that task based on the strengths and desires of each team member. Team members will be expected to complete those tasks in a reasonable amount of time. If unforeseen circumstances happen, the other team members will help pitch in if needed. The work will be divided equally between all 4 people.

2. Time Commitment How many hours of work per week is expected of each group member? Are there prior time commitments that need to be accounted for? How will you address conflicts or commitments when they do occur?

Each team member is expected to contribute 3-4 hours per week, minimum. Prior time commitments can be worked around by maintaining flexibility. Each member can complete their deliverables by the next meeting, whenever they are able. Time that would

usually be spent on a 225 MP can be instead spent on this. If a conflict comes up, we can talk about it as a group and delay/redistribute the work.

3. Conflict Resolution How will the team resolve situations where there is a disagreement between members? Situations where one or more members have not accomplished their tasks? Situations where one or more members are habitually late? You are encouraged to bring such issues to course staff, but only after first trying to resolve the issue yourself.

In the case that members are in disagreement, the team will hold a vote where majority rules. If there is a split then we will flip a coin. If a member has not accomplished their task we will first hear their explanation and if the behavior is consistent or the explanation is not excusable we will consider them in violation of the team contract and inform the course staff. The same will be for habitual lateness.