**Team Contract Template**

Names/netids: Michael Zhang (mz322)

Nishant Goel (ng352)

Stephanie Mark (srm276)

We agree to the following policies for our team. Once agreed to, these policies cannot be changed for the duration of the project.

* Be open and honest with how far you are at every level so team knows the real situation
* No ambiguity or vagueness! Specific measurable tasks that have to be completed by next meeting
* Go for that A! - Try hard to go above and beyond
* Don’t miss meetings! - 24 hour notice if you have to
* Meetings atleast once every 3 days to make sure we are on track

Team roles. Any specific roles within the group, their responsibilities, and how those roles will be assigned or rotated.

* Communicator: contacts our supervisor/TA when we need help - Nishant
* Submitter: submits our project to CMS - Michael
* Reader: reads through entire project very thoroughly and ensures we fulfill all requirements. (Everyone will read, this person just makes sure) - Michael
* Design-lead: Oversees/leads design decisions and process. - Stephanie
* Statistics-lead: Looks at numbers and stats applied to them, makes sure they make sense and the numbers are correct and meaningful - Nishant
* Task-splitter - Splits the assigned tasks so that other 2 can pick and choose from it. Making sure overall vision is followed - On Rotation

Decision making. For example: consensus, majority vote, or team captain.

* Discussion then majority vote

Communication. Methods of communication, and expectations for response times.

* Communicating project status, work completed, and areas of difficulty
* Response within 24 hours
* Using a FB group for communicating
* Explore Trellio for assigning tasks

Balance of responsibilities. Procedures for ensuring that everyone contributes.

* See an overall view of the tasks through trellio, make sure everyone has roughly equal work
* Tasks, Goals, and Deadlines are split, set, and assigned by Task-Splitter, other two members choose which bundle of tasks they would like to do and Task-Splitter does the rest

Enforcement. When and how we will verify that all team members are following the terms of this contract.

* Look at Trellio board to see if people’s tasks are completed
* We are all assigned specific and measurable tasks, and at our next meetings we do status updates on the progress of these tasks.
* It is assumed that meetings will be attended by everyone, so there will be opportunities to make sure everyone is on the same page.

Conflict Resolution. What we will do when we identify problems, and how we will resolve them.

* First - Address the conflict, in person or in group chat
* Second - Talk about it and try to come to a compromise
* Third - If conflict is still not resolved, talk to TA supervisor.

Signatures:

Stephanie Mark, Nishant Goel, Michael Zhang

TA Witness Signature: Logan Drumm