

## Team Contract Template

Names/netids: Michelle Lee(tl428), Nina Ray(nr327), Sean Yu(sy334)

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

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

As we make progress throughout the project, we will assign specific task according to our skills and assure that the workload is equal among team members. We will then review each other's work.

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

Consensus: We will strive to reach an agreement through discussion when making important decisions throughout the project.

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

We will communicate via GroupMe on a regular basis to check progress and to schedule group meetings and will discuss important issues in person. Response within a day is expected to all group members.

**Balance of responsibilities.** Procedures for ensuring that everyone contributes.

Active communication to ensure that all team members know what others are doing by setting specific tasks and goals and providing regular updates regarding achievements.

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

Providing regular updates and being active in GroupMe communication will ensure that all members are following the terms of the contract.

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

All members will respect each others opinions and resolve conflicts through discussions. We will ask our TA for advice when we cannot resolve an issue on our own.

Signatures: Michelle Lee

Nina Ray

Sean Yu

Handwritten signatures of Michelle Lee, Nina Ray, and Sean Yu. Michelle Lee's signature is in black ink, Nina Ray's is in red ink, and Sean Yu's is in black ink.

TA Witness Signature:

Handwritten signature of the TA Witness in black ink.