

Members: Nayonika Roy (nroy20), Mohul Varma (mohulv2), Tianming Chu (tc22)

Mentor: Vlas Zyrianov (vlasz2)

Communication

1. Team Meetings

- We will be communicating via Messenger to coordinate team meetings.
- Every week we will have one long meeting to discuss accomplishments from the past week as well as goals for the next week. We will also have a shorter meeting in the middle of the week to check in with each other and make sure that work isn't building up too much. Outside of these meetings, we will split up the work and complete it individually.

2. Assistance

- The best way to contact each other will be through Messenger. We will try to respond as quickly as possible but we can also help each other during the biweekly meetings.

3. Respect

- We will always do our best to ensure that everyone's thoughts are being heard by avoiding interruptions to let people express their ideas and building in enough time during our meetings to allow each person to discuss the aspects of the project that they want to focus on.

Collaboration

1. Work Distribution

- We will create an overall plan for the major goals of each week of the project during our first meeting. During every subsequent meeting, we will redefine the upcoming goals depending on what we have accomplished during the previous weeks as well as any issues that we might have run into. We will also split up our goals as equally as possible during each meeting so that everyone on the team has an approximately equal workload (although we can vary this a bit if one person has a particularly difficult week or any other issue).

2. Time Commitment

- As of now, we are planning to commit to one 1-hour meeting per week and one 30-minute meeting per week. In addition to that, we will expect each teammate to put in whatever time is required to individually complete the tasks they were assigned during the meetings. If someone finishes their work early, they should ask the rest of the group if anyone needs assistance.

3. Conflict Resolution

- During meetings, we will encourage team members to speak out about any issues that they feel are occurring regarding team dynamic. We will try to keep a record of regular tardiness or lack of communication if it becomes a significant issue. As a last resort, we will reach out to our mentor to discuss solutions.