

# TEAM CONTRACT DRAFT

## **I/ Member Information**

Chau Tran

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## **II/ Expectations**

The expectations for this team is for each team member to meet any assigned responsibilities to completion or satisfaction of the team. When a team member is assigned a ticket or task they are responsible for seeing the task to completion, or informing group members if deadlines can't be met. There will be a weekly meeting that each member is expected to attend, if a team member can't attend the meeting they should give a twenty four hour heads up so the meeting can be rescheduled.

## **III/ Group Conduct**

All members agree to these following terms and conditions:

### **1. Participation:**

Each member should actively participate in discussions and meetings.

### **2. Communication:**

Our main form of communication will be via Discord, with direct messaging and phone calls as secondary options should a team member is unable to be reached through the primary mode of contact.

### **3. Meetings:**

Meetings will be held every Wednesday 3-4 pm and additional meetings will be scheduled when necessary depending on the group's progress.

### **4. Conduct:**

As a team, each member should treat each other with respect both in their words and in their actions. That means honoring deadlines and meetings, while also completing work that you say you are going to complete.

### **5. Deadlines:**

Each team member is expected to finish their work within the allotted time. A notice 48 hours before the deadline is required if one member is unable to continue/complete their work.

#### **IV/Project focus and member role**

The primary focus of this project is Web Development and Data Management. Chau will focus on the backend and AI/Data Management aspect of our application. While Terrance and Trung will focus more on the front end and UI part of the application. Roles whoever will be fluid and team members will help wherever they can depending on what's needed.