



## Module B 01 Team Contract

*Add an X next to the option or options that apply to your team.*

We as team, agree to the following:

We will meet:

- ☒ Once per week
- ☐ Twice per week
- ☐ Other, explain: \_\_\_\_\_

We meet:

- ☒ On certain day(s) of the week: M. T. W. Th. F. Sa. Su (*circle one or more*).
- ☐ At 5est time of day (*insert time and include timezones*).
- ☐ By deciding in each meeting when the next one will be (and then following up promptly by e-mail in case someone was not present).
- ☐ Other, explain: \_\_\_\_\_

We will communicate:

- ☒ By e-mail
- ☒ Other, explain: discord

We will meet:

- ☒ By zoom
- ☐ By Google meet
- ☐ Other, explain: \_\_\_\_\_

Everyone will respond to a given e-mail within:

- ☐ 24 hours
- ☒ 48 hours
- ☐ Other, explain: \_\_\_\_\_

We agree that everyone will contribute their fair share on the project, and will complete the agreed upon work according to the deadlines we set for the team.



*Sign and date the contract below, and keep it on record in a shared space for your team.*

Team Member 1 Full name: Thomas Zucker-Scharff

Signed: *Thomas Zucker-Scharff*

Date: 3/4/2025

Team Member 2 Full name: Ingrid Tomasz

Signed: *Ingrid Tomasz*

Date: 3/4/2025

Team Member 3 Full name: Andrew Bloch

Signed: *Andrew Bloch*

Date: 3/4/2025

Team Member 4 Full name: Hajar Ruiah

Signed:

Date: