

Communication

- Our team has a slack channel where we all can communicate with each other directly. Whenever someone has a question they can post in the Slack chat, and we also can use Slack to agree on when to meet. When we agree to meet, we will make a separate Zoom chat and post the link in the slack chat.
- Team meetings
 - We will meet biweekly over Zoom
 - During our meetings we will discuss how we will be approaching the next major component of the project, and whether we all agree on the approach.
 - Each meeting will last roughly an hour with extra time allocated if necessary
 - We are not keeping track of minutes, but rather keeping track of tasks and components of the program to get done.
- Assistance
 - If a group member needs assistance or needs to communicate with other group members they will utilize the Slack workspace that was created. Group members should be expected to respond to messages within 24 hours.
- Respect
 - All group members will be respectful of others' ideas. Before making any major decisions about the structure or outcomes of the project all group members will be given the opportunity to share their ideas.
 - All input is valued and we are all interested in succeeding in the final project together.

Collaboration

- Work distribution
 - Workload will be broken down into smaller components of the project. As we come up upon more tasks to complete we will attempt to assess workloads and distribute work evenly.
 - If an individual is struggling with their work they should feel free to tell other group members for both help and direct assistance on their task to assure that the project is completed in time
- Time commitment
 - Group members will commit 5 - 10 hours per week on this project. This amount can be adjusted as needed depending on the challenges of any components. Group members will have assigned work completed before

the next meeting or will communicate that they are struggling to meet the deadline and need assistance.

- Conflict resolution
 - When there is a disagreement between team members, we will communicate our view on the matter clearly and receive input from the other team members, and we will go with whatever the majority of the group decides is best.
 - If one group member is not doing their assigned work, we will try to open a dialogue with them and figure out why that is.
 - Group members are responsible for notifying the rest of the group if they cannot attend a scheduled meeting. If they are habitually late and are not communicating then we will figure out why they are unable to attend and work to fix it together.

SIGNED: DAVID SORDIA