

# Team Contract

## Communication:

- **Team Meetings:** During this final project, we will discuss our ideas and difficulties constantly throughout the WeChat app, and voice calls too. Once the project starts, we will schedule meetings once a week on Friday or Wednesday evening, with each meeting around 30 minutes to an hour, depending on specific needs. And we will all take notes about each meeting and record the time, later share our notes in the group chat to combine and sort in Microsoft Team.
- **Assistance:** If there are any problems and someone has any ideas on a task, we could text to each other in the group chat. And we should respond to that as soon as we see it, or if we get caught in something else, we should always let others know that we could offer help once we are available.
- **Respect:** Everyone in our team is encouraged to deliver his or her own opinion. In our group chat, everyone can freely talk about their thoughts and give feedbacks. It is normal that everyone has their own idea, and as a team we should make sure everyone's voice is heard and that everyone's idea is being respected. And members in our team should always ask what other people think after providing their own idea.

## Collaboration

- **Work Distribution:** We will try to distribute work equally, and might divide the task into different sections, and each one of us will focus on our own section. When unexpected complications or unforeseen work occur, we would bring it out in the group chat and seek for others' help.
- **Time Commitment:** Each group member is expected to work 5 hours per week. As for preparation time, prior time commitments should be limited within fall break, during which we finish assigning individual tasks.
- **Conflict Resolution:** When a conflict between members occur, we encourage everyone to deliver their opinions in the group chat. With each conflicted idea listed in the group chat, other members analyze and give feedbacks. We select the best one based on other members' feedbacks and suggestions. In situations where the member has not accomplished their tasks, we will assign other members to help the member to finish his or her task. If someone is habitually late, we would first warn him or her. If he or she is still late, we would report to course staff.

Signed by: Shuning Zhang, Shuo Wang, Fandudu Huang