IMDM490
Team TouchGrassDesigners
Members: Gnana, Leyla, Lilli, Olivia
Project: CBT: Cognitive | Bodies | Traces

Group Agreement

This agreement is aimed at creating a work method where each team member knows the production requirements. These may vary over time according to the production development. There may be stages where the workload will be higher for the conceptual directors, and in other stages, the tech and programming team will have to kick it with more time investment than in the early stages.

This agreement aims to establish a working relationship and timeframe where each of you knows your time requirement for individual work, as well as for group meetings and decision-making.

I. Goal

Purpose of the Team - What unifies us

- Shared artistic and conceptual interests
- Desire to create immersive, large-scale projection work
- Exploration of physical installation and sensory interaction
- Collaboration through social and creative synergy

Our collective aim is to merge technical innovation and emotional experience to express the theme of *Harmony and Subversion* through immersive design.

II. Decision Making

How we make creative and technical choices

- Major creative or technical changes must be discussed with the full group.
- Consensus is preferred; Every member's opinion will be heard and considered.
- In cases where consensus cannot be reached, the **Project Producer (Olivia)** will make the final call, informed by input from all team members.
- Disagreements will be handled through discussion and compromise, ensuring the project's direction aligns with our shared concept and timeline.

III. Collaboration tools

Platforms for communication, file sharing, and workflow

- **Notion:** project management, task tracking, and progress logs
- **Google Drive:** file storage and backups
- **Canva:** design and presentation templates
- **Miro:** visual brainstorming and moodboards
- **GitHub** : version control for Unity/TouchDesigner files
- **Google Calendar & When2Meet:** meeting scheduling and availability tracking
- **Discord:** quick communication and weekly meetings

All team members are expected to stay active on these platforms, check updates regularly, and maintain organization within shared folders.

IV. Meetings

Current Schedule:

- **Weekly Meeting:** Every **Tuesday, 3:30 PM – 4:30 PM** via **Discord**

Additional Meetings:

- In-person or online sessions will be scheduled as needed for major milestones (e.g., concept critique, prototype testing, installation setup).
- Members are expected to attend all scheduled meetings or notify the group in advance if they cannot.

V. Participation expectations

Estimated Time Commitment:

- Minimum **1–2 hours of individual work per week**, in addition to team meetings and class time.
- Time requirements may increase during key phases (e.g., midterm critique, installation week).
- Each member must post progress updates and relevant materials on **Notion** before weekly meetings.

VI. Accountability

- If a member falls behind or cannot meet a deadline, they must communicate early with the team to reassign or redistribute tasks.

- Each member is expected to contribute both creative input and production effort throughout the project timeline.

VII. Communication & Respect

- Maintain a positive and respectful tone in all communications.
- Encourage open feedback and constructive critique.
- Be transparent about challenges or scheduling conflicts; we work as a team, not in isolation.

This agreement may be revisited and updated throughout the semester as the project develops and responsibilities evolve. All changes will be discussed and approved by the group.