TEAM CONTRACT

Team
Dev - devjw2
Jae - jaehyuk3
Josh - ylim31
Nishita - nda6

Team Meetings
1. All members will be meeting at least twice per week, but will meet more if necessary.
2. Each meeting should last less than thirty minutes, unless exceptions are made. All members who confirmed their presence for the meeting should be present. If there are time conflicts, the one who cannot make the meeting should make this clear and make accommodations.
3. We will use Discord servers to carry out communications and meetings will be held on Zoom.
4. There will be a member counting the minutes in each meeting in order to document the important decisions made in the meetings. This note-taker will alternate every meeting among the four members.

Deadlines
1. Each meeting will clarify what kind of tasks are due for each person and that person is expected to finish said task by the decided deadline.
2. In cases where an assigned task is left incomplete due to special circumstances, the other group members should aim to help finish the incomplete task.
3. All the work would be equally divided as decided by the team during the meeting.

Assistance
1. When in need of assistance, members can contact each other through the discord channel.
2. Every message should be replied as soon as possible. Accounting for the difference in timezone, the message should be responded within 10 hours at the latest.
3. We have divided different tasks to different channels, so communication is organized.

Respect
1. We will make sure we treat every meeting like any other discussion class or lab class. So, this will include no interrupting, no destructive criticism, and etcetera.
2. No one would be judged on the work they do. We will have an open environment where any member can reach out to his/her fellow teammates in case they can't perform a task or have a query.