Group 23 Team Contract

Primary Means of Communication and Expectations

- Slack/emails
  - for faster communication, DM on slack
- Communication
  - 1 hour prior notice for absenses
  - Speak up rather than suffering silently
  - Feedback, not criticisms
  - Reach out for help if needed

Scheduling Meetings (Schedule at least one meeting as part of constructing your team agreement.)

- Thursday Nights 7:00 onwards
  - one hour, subject to change depending on agenda

General Responsibilities for All Team Members

- Deadlines
  - Inability to meet deadlines should be communicated as early as possible, at least 24 hours beforehand.
  - Soft deadlines will be set 2 days before class deadlines
- Code maintainability
  - Documentation: have comments for functions, parameters, variables
  - Strive for code reusability
  - Write clean, readable code
  - 4 spaces

Conflict Resolution

- Decision/Logistical disagreements will be resolved via a vote at our meetings
  - Stella and Colin will be tiebreakers
- Personal disagreements/qualms
  - Reach out to Stella or Colin to help mediate
  - If no agreement is met, reach out to TA as last resort

Signature   *Benny Cei*