

Group 23 Team Contract

Primary Means of Communication and Expectations

- Slack/emails
 - for faster communication, DM on slack
- Communication
 - 1 hour prior notice for absences
 - 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

A handwritten signature in black ink, appearing to read 'Zeynep', written over a horizontal line.