**Team Contract**

<table>
<thead>
<tr>
<th>Team IKWN</th>
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<tbody>
<tr>
<td>Ivory Assan</td>
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<tr>
<td>Kimberly Chang</td>
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<td>Winnie Leung</td>
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<tr>
<td>Nikhil Popat</td>
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<td>Bryan Freeland</td>
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**Designated Roles**
Ivory will manage the team for the first two weeks, arranging meetings, setting agendas as recap as needed, etc. We will rotate this role.

Each assignment will have an appointed expert who will be thoroughly acquainted with the assignment task and supporting reading.

Bryan and Nikhil will keep all the wall charts and other materials in their office.

**Communication Methods**
We’ll use email for routine business, texts and phone calls for fast response.

**Meeting Logistics**
We will meet every Friday at a time TBD that week at HCI Lab. Nikhil and Bryan will keep all the charts and other materials in their lab room.

**Other Things**
Weekly meetings are on Friday (time TBD), are default for 1 hour and can be extended as needed.

Most work should be done online on Google docs to be conducive to dividing up the assignments.

**Desirable Behaviors**
Be on time to meetings and with completing assignments.
Team Contract

Designated Roles
Shira will be in charge of all sword communication
Assignment Point Person:
  - Observation and Interpretation - Shira
  - Affinity - Anshul
  - Model Consolidation - Joheun
  - Visioning - Angela
  - Presentation - Linus
Googledoc point person - Linus

Communication Methods
We’ll use email for routine business, texts and phone calls for fast response.
Phone numbers:
  Shira Bauman
  Angela Ren
  Linus Chang
  Anshul Goyal
  Joheun Lee

Meeting Logistics
We will meet every Friday from 10:40 to 12:30 at HCI lab on Craig street.
If needed, we will continue the Friday meeting on Monday from 4:30 to 6:00 pm.

Other Things
We take food and bathroom breaks when necessary.
When working remotely, all contribute to the Googledoc.

Desirable Behaviors
- We will all be on time to meetings
- We will all be responsive to emails
- We will be communicative and open about all problems
- All deadlines will be met, but if there is a problem will make sure to keep the team updated
- We will compliment each other on good work done

Acknowledgements
One of us read http://www.managementstudyguide.com/team-contracts.htm
We looked at team Jokesters contract for a sanity check.
We got some email advice from Laurie Weingart <weingart@andrew.cmu.edu>
Team Contract

Team Soup

Member 1  Dillon Grove (dgrove)
Member 2  Eugenia Lee (eugenial)
Member 3  Kelechi Edozie-Anyadiegwu (kedoziea)
Member 4  Pratyush Tewari (ptewari)
Member 5  Yeon Soo Park (yonsoop)

Designated Roles
- Pratyush will act as a team manager for the first two weeks (arranging meetings, setting agendas, coordinating people, etc.)
- Dillon will take care of formatting and turning in assignments, and coordinating back-evals and other SWoRD related things.
- Eugenia will do QA and general grammar checking and provide a wall to create wall-sized diagrams on.
- Soo will create visualizations and charts.
- Pratyush and Dillon will tell jokes while wearing mustaches (we'll see...).
- Kelechi will decide how to split the reading among team members and share knowledge.
- Additionally, members will take on roles as defined by the specific meeting protocols set forth by The Karen Holtzblatt.

Communication Methods
We'll use email for routine business, texts and phone calls for fast response. If someone can't make a meeting, they can join in remotely via Google Hangout.

Document Sharing
We'll use Google Docs/Drive for sharing and collaborating on documents.

Phone numbers:
- Dillon Grove
- Eugenia Lee
- Kelechi Edozie-Anyadiegwu
- Pratyush Tewari
- Yeon Soo Park

Meeting Logistics
We will meet every Monday at 02:00 pm - 04:00 pm at Common Area in the HCI Lab. Any additional meetings will be decided during this meeting.

Desirable Behaviors
- Be on time to meetings (within 5 minutes)
  - If you're late, you must bring a snack for everyone next meeting
- Always assume we are still meeting, if we've scheduled it
- Do the work assigned to you by the time you are supposed to do it
- If you're not able to attend a meeting or complete work on time, communicate this with the group as soon as possible
- If you don't know how to do something or how to proceed on a task either:
  - figure it out
  - ask someone else as soon as possible. Do not just sit on the task

Peer Evaluation
Peer Evaluation can be found here. Please let us know how you'd like us to give you admin access to this form so that you can administer the form and report anonymized results to the team.