Team Contract

Write out a contract for how you intend to work as a team. Look over these two documents for ideas on structure and content for yours:

1. Team Contract from GA Tech
2. Developing a Team Contract

Your contract should cover:

- Responsibilities of the rotating "leader" position during their tenure, which should probably include:
    - Responsible for submitting any assignments due (they won't *do* all the work, necessarily, just ensure it is submitted)
    - Responsible for oversight and organization of work
    - Point of contact for the team (contact from you to me and from me to the team can go through this person)
    - Anything else you think is important.
- Who the leader will be for each of the coming 7 weeks (leaders will change each Tuesday)
- If you choose to opt out of having a rotating leader position, then explain how responsibilities will be distributed through the team, how oversight and organization will occur, etc. (FWIW, "We'll just all do it" sounds nice but isn't always realistic.)
- How group decisions will be made (by consensus, by majority vote with a random tie-breaker, other).
- What expectations the group has for each team member regarding things like:
    - Attendance, punctuality, and participation at meetings.
    - Responsibility for fulfilling assigned tasks, meeting deadlines, etc.
    - Communication with the other team members.
- What process you want to follow if a team member isn't meeting their obligations to the group.
    - Leave room to give each other grace (there are many reasons someone might not be able to contribute fully sometimes), but don't leave it so loose that you have no plan for correcting a situation that becomes excessive.
    - It's very important to have this written out clearly, with everyone agreeing, *in advance* so that if it needs to be applied, that can be done without agonizing over it in the moment.
- Days, times, and locations for regular meetings out of class.
- What group communication method you plan to use.
- Anything else any of you think is important for the team to discuss and agree upon in advance.

Submit a contract that everyone on the team has discussed and agreed to. None of this will be set in stone, but it will provide a starting point and a concrete structure to work in from the start. If you want to modify it later, you may (it will be kept in version control!), but I want to talk to the team about your changes first before you commit to them.

Submission

Write your contract in a single plain-text document written using [Markdown](#) formatting. Note that Markdown is a plaintext format, so you should write this in a text editor, not Word or another word processor. The standard file extension for Markdown is ".md". You can also edit and preview Markdown online using [StackEdit.io](#).

Add the contract as a file named `team_contract.md` to the `docs` folder in your project repository (create the folder if needed).

After it has been committed and pushed to Github, your submission here should be a single link to that file in your repository on Github. You should see the correctly-formatted rendering of your Markdown text in Github's interface.