

Nextdoor Solutions Team Contract

- 1. Goals - What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?**
 - a. Ensuring Confidentiality.
 - b. Making Safechat SV mobile friendly.
 - c. Reaching more survivors in Santa Clara County.
 - d. Customer/Partner Satisfaction.
- 2. Expectations - What do we expect of one another in regard to quality of work, attendance at meetings, participation, frequency of communication, etc.?**
 - a. Constant communication
 - i. Answering texts in iMessage group chat within that same day.
 - ii. Communicating about problems/issues that arise.
 - iii. Keeping everyone informed of any actions or communication.
 - b. Clear job roles and expectations.
 - c. Equal work put into the project.
 - i. No one does extra work.
 - d. No slacking! Staying on task and schedule.
 - i. Show up on time and ready to engage in work.
 - e. Be considerate of each other and respect each other's time.
 - i. Same goes for our partner when involving them in interviews and emails.
- 3. Policies & Procedures - What rules can we agree on to help us meet our goals and expectations? How will decisions be made? How will you save evidence of each member's contributions to the project and ensure all members have access to all team documents?**
 - a. Majority voting (2 vs 2 flip a coin).
 - b. Use our shared google drive folder for every document we create.
 - c. Following the Gantt chart as accurately as possible.
- 4. Consequences - How will we address non-performance in regard to these goals, expectations, policies and procedures?**
 - a. Discuss as a group how we can improve.
 - b. If things don't improve, bring it to Dr. JAK.
 - c. Stay in constant communication if issues arise.

Signatures:

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