

# Communication Covenant for Team MeetinBytes

## SI 682: Interface and Interaction Design

This covenant serves as the guiding document for Team MeetinBytes in SI 682: Interface and Interaction Design. Each member listed in the table below has read and agreed to the terms listed in the covenant.

### I - Team Members and Contact Information

Name	Email
Peggy Wong	<a href="mailto:pyppeggy@umich.edu">pyppeggy@umich.edu</a>
Avalon Hu	<a href="mailto:avalonhu@umich.edu">avalonhu@umich.edu</a>
Kamaria Campbell	<a href="mailto:kamariac@umich.edu">kamariac@umich.edu</a>
Fei-Fei Wang	<a href="mailto:feifei@umich.edu">feifei@umich.edu</a>

### II-Team Roles

a.)*Faculty/Client Liaison*: Kamaria Campbell

The faculty/client liaison will communicate with the client, TechSmith and Professor McQuaid as needed for this project.

b.)*Website Manager/Timekeeper*: Avalon Hu

The website manager will maintain the website to ensure that the content is accurate and up-to-date. The timekeeper will keep track of the time at meetings to ensure that we stay on schedule.

c.)*Secretary*: Peggy Wong

The secretary will record all meeting minutes and post them to the website after each meeting.

d.)*Milestone Manager/Meeting Facilitator*-This is a rotating position. Each team member is responsible for managing all tasks related to one milestone as listed below:

- o Milestone 1-The team will manage Milestone 1 collectively
- o Milestone 2-Contextual Inquiry: Kamaria Campbell
- o Milestone 3-Personas and Scenarios: Feifei Wang
- o Milestone 4-Lo-fi Prototype: Avalon Hu
- o Milestone 5-Hi-fi Prototype: Peggy Wong
- o Milestone 6- The team will manage Milestone 6 collectively

Additionally, each milestone manager will manage the agenda for meetings related to her project according to the project plan on the next page. Agendas should include reports from each member at the beginning of the meeting and each agenda item should be allotted a specific amount of time, determined by the facilitator and written next to the agenda item. The milestone manager will also work in collaboration with the website manager to ensure that all resources related to her milestone are added to the website accurately and in a timely fashion. For example, each milestone manager will create and send a summary of her milestone and a summary of the feedback for the milestone to the website manager.

### III-Meetings and Milestones

a.)Group meetings will be held every Friday from 9a-12:30p and every Monday from 8a-12p in the Graduate Study Room in the Shapiro Undergraduate Library. Some weeks we will also meet on Wednesday at 6:30p, Location to be determined.

b.)Weekly meeting attendance is mandatory. Members are expected to use email and phone to communicate conflict to the group in advance of the meeting.

c.)Group members are responsible for managing the tasks associated with their individual milestones, but the entire team will work to complete the tasks. If any team member cannot complete their assigned task for a milestone or cannot manage their milestone, she must tell the group as soon as possible.

d.)If a group member does not fulfill her responsibilities, she will send an email to Professor McQuaid indicating that she has not fulfilled her responsibilities to the team.

### IV-Communication

a.)Our team will use the following email address for team communication: [meetingbytes@umich.edu](mailto:meetingbytes@umich.edu)

b.)A project website will be created at (<http://www.avalonhu.com/SI/MeetingBytes/>) to document all project progress and deliverables.

### V-Team Member Behavior

a.)Each team member is responsible for the integrity of her work. In the event that work is submitted and found to be in violation of the academic integrity policies, the member who committed the violation will be responsible and not the team.

b.)Each team member will contribute equally to the project and voice concerns when there is real or perceived problems with workload distribution.

c.)If any team member has a problem with the way that the group is functioning, she will tell the group as soon as possible and the group will work together to solve the problem.

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### **VI- Expulsion**

In the event that a group member does not comply with the agreements laid out here AND displays a pattern of behavior indicating that she is not willing to comply with the agreements here, this member will be expelled from the group. In the event of expulsion, the team will email Professor McQuaid laying out their decision to expel the member and detailing the circumstances of the expulsion.