

Game Design Team Compact

The purpose of this document is to articulate the expectations that our game design team will have for each other.

We will articulate our expectations and plans now so that we can work collaboratively to ensure our success.

This document will help us hold each other accountable, and will provide guidelines for addressing potential conflicts.

Design Team Name
Team Rutgers
Design Team Members
Izabella Ksiazek, Alexis Adamo, Shamar Robinson
Plan for Weekly Meetings (160 minutes)
• When? Saturday 6 pm • Where? Zoom • How will we manage the minutes? We will dedicate time to the work that is assigned and split up the work for the first half and then the second half will be spent discussing our work and making sure we are all on the same page regarding the assignments.
Our Norms
• <i>Replace all of this text with your own. But, here's some stuff to think about:</i> • <i>What do your team meetings look and feel like?</i> Our team meetings are very focused and we will be working hard to make sure we do all of the assignments on time. We will make sure everyone is comfortable voicing their opinion and make sure all opinions are taken into account when making a decision. • It will not be okay to be late or skip the team meetings unless there is an emergency. If there is an emergency, team members should alert the other members and possibly reschedule the meeting. • It is not okay to dominate the conversation all of the time as it can stop others from voicing their opinions, but if we find that someone is, someone can kindly say "oh can I please add something" or "I have something I think could be interesting" then we allow them to speak. If it goes beyond that and they are still being interrupted we can kindly ask the person that is dominating the conversation to give others a chance to speak, while still being respectful. • We will make sure to stay focused and on point throughout our meeting to make sure we are not getting distracted from the task at hand. Respecting the group's time is important as well as making sure once topics are finished then we move on so we can make sure we get through everything. If we think a particular topic needs further discussion, we can set up another meeting. • Being respectful to each other and attacking the problem at hand, and not any specific person. It is important not to make someone feel attacked or shut down, but more so to discuss the idea itself to separate the idea and the person. • We will be documenting all of our outcomes and discussions throughout the meeting to make sure we know where we left off at our next meeting. • We are going to encourage open discussion and it is important to approach the discussions with an open

mind and ready to listen to what others have to say and other suggestions.

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Accountability

- *How will you hold each other accountable?* We utilize our group chat to send reminders about due dates and to communicate with team members about their responsibilities and what they must catch up on if they happen to be running behind.
- *How will you deal with a minor deviation from the compact (i.e. "I can't make it to our meeting, sorry!")* **We can try to meet without them and to get some work done or we can reschedule the meeting, but remind the team member that if they know ahead of time they can't make it then they need to let us know. We will then notify the team member about the things that were discussed, or the things that they missed in the meeting.**
- *How will you deal with a major deviation from the compact (i.e. Tom just stopped responding to us)*
- If a major conflict or accountability concern arises, any member of the team would contact Dr. Cicchino for assistance or support and we will continue to try and handle the major deviation and make alternate plans for the work being done.

[Replace this text and add rows below to create additional categories as per your team's discussion]