CS 225 Final Project Team Contract

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Communication:

1. Team Meetings
   - We will be meeting twice a week and use Discord as our go to meeting spot. Each meeting will last about 2 hours. We will all take periodic notes as well as have a shared document to list important tasks/topics as well as who will complete them.
2. Assistance
   - We will contact each other through our Snap group chat or Discord. We would generally expect responses within 2 days at the latest if not earlier from each other.
3. Respect
   - We will make sure that every member has an opportunity to speak and present their ideas by taking turns sharing our ideas before committing to a certain action or decision. We will then write down the ideas and discuss the merits and flaws in each idea and will progress to making a decision on an idea that solves the problem the best. We will make sure that every member will actively listen and engage with the thoughts of others by asking for their input when deciding between ideas for an implementation etc.

Collaboration:

1. Work Distribution
   - Each person in the group will have a designated set of functions to complete in our project's code. Unexpected complications and unforeseen work will be mentioned to other members of the group and will be resolved as a group if the individual cannot find a solution (or work on it) on his own.
2. Time Commitment
   - Every week, we will expect approximately 2-3 hours of work from each group member in order to finish within time. There will definitely be prior time commitments to account for and we will have a weekly planning session every Thursday to sort out our schedules. We will address conflicts by listening to both sides of the situation and coming to either a consensus or compromise regarding either the implementation of a certain part of the project or division of labor.

3. Conflict Resolution
    ○ We will make sure to hear each person's case and the rest of the team members will vote on which idea they lean towards. We hope to make an inclusive environment for all team members so they are comfortable with making their own proposals or ideas. When a team member has not finished a task we will follow up on them and assign deadlines, so they can be kept on track. Situations when a team member is late will be assessed on a case by case basis, but repeated tardiness might warrant a team discussion and revisiting the team contract to ensure a smooth working environment.