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CS225 Final Project Team Contract

Communication:

Team Meetings

To ensure that each and every team member is briefed on what is happening in the project at any given time, we plan to conduct mandatory meetings every 2 days. Each meeting should allow each team member to explain thoroughly what they have worked on and what they have committed onto the GitHub repository. This would take approximately 30 minutes to 1 hour.

To hold the meetings and facilitate communication, we will use Discord since it is convenient to connect to a voice channel and text messages without having to share a meeting link. We will use Google Docs to create plans, contracts, and other relevant documents for the project.

Furthermore, during each meeting, one team member will always be designated to take notes on what has been completed so far and what needs to be completed by each team member after the meeting. These notes will be taken on a shared google document page so that each member is able to review the notes while they are working on the project.

Assistance

In the event that one of us needs assistance with completing our tasks or in solving a technical issue, we will message our group chat on Discord and set up a time to resolve the issue with at least one other member. If one of us has uncertainty about code style or the decomposition of the problem we're trying to solve, we will use pull requests on Github to submit code that is functional but not ideal. This allows another team member to review the code and propose changes before merging to the master branch.

If we have issues that cannot be resolved within our group, we will contact Deepan Venkatesh, who is our TA, as our first point of contact. If we still have questions, we will make use of the CS 225 Piazza group.

Respect

Respect is a very important value that we all need to have in this group project. It is a necessary trait to have to hold our values and keep everyone in check. We will create and ensure an open space for all of our teammates regardless of who they are for them to voice their own opinion and have them ask or wish for anything they think of without anyone else judging them. We will give every proposed idea the same attention.

Collaboration:

Work Distribution

We want to ensure that each team member will put in equal amounts of work into the project. We plan to do this by first brainstorming a list of tasks during each meeting and then distributing these tasks evenly between each team member. We will have a Google doc that will serve as our TODO list, and each member will take tasks from that list.

In the event of unexpected complications that a team member might face—such as illnesses and family emergencies—we plan to be understanding and re-assign the task to a group member that is either already almost finished with their assigned task or has more free time on their hands. If unexpected complications keep arising, we plan to hold a meeting to address the issue and possibly redistribute further tasks to other team members.

We discussed each team member's strengths and weaknesses and noted the following. Irfaan is particularly good at debugging and memory-related issues. Isaac is good at brainstorming ideas and coming up with solutions to problems. Eric is good at developing algorithms for the project. Lastly, Pranshu is good at reviewing code and DevOps (CI/CD). Based on these strengths, we will assign each section of the project to what each team member is good at.

Time Commitment

Each group member will be required to have at least 5-8 hours per week of work done towards the final project with progress. Keeping track of the progress will be checked by looking at their specific tasks and seeing the number of changes and work done on them. Any group member may work more than the allotted time; however, they must still be over the minimum required. If time conflicts do occur, the group member must instead shift their timetable slightly to adjust for the conflict, or they may request upon the other group members to ask for assistance should they need it.

Conflict Resolution

If there is a disagreement between team members on the vision of the project, we will attempt to resolve the issue internally, using Discord to hold a further debate on how to compromise, and then we will have a vote on the final say. If the issue escalates, we will ask our assigned mentor for additional assistance.

If a team member is hindering the project by not completing their assigned task or showing up to meetings late, the team member will be warned and reminded. The team member is encouraged to set up schedules on their calendar to ensure they finish tasks and show up on time. If the team member consistently acts in the aforementioned manner, the assigned mentor and teaching staff of CS225 will be notified for further action, such as being removed from the group.