

TEAM CONTRACT

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Contents

1	Communication	1
1.1	Team Meetings	1
1.2	Assistance	1
1.3	Respect	2
2	Collaboration	2
2.1	Work Distribution	2
2.2	Time Commitment	2
2.3	Conflict Resolution	2

1 Communication

1.1 Team Meetings

We will meet at every weekday, and each meeting will last for half an hour to an hour where we will use zoom to host the meeting. Every meeting we will have one to take notes, doing record, and we will do that in turn.

1.2 Assistance

Group members can contact each other by Wechat or email if they need help or opinion on a task. And each member will response as soon as possible when they see the message from group mates.

1.3 Respect

We will listen carefully and encourage every member to participate in the discussion actively, and every group member should give feedback to their teammates after each meeting.

2 Collaboration

2.1 Work Distribution

We will try to distribute the workload evenly. If unexpected complications or unforeseen work happens, we will reassign the workload to each of the team member timely. We will find out each other's strengths along the way we cooperate, and we will make the best of each person's strengths by assigning adequate work for us.

2.2 Time Commitment

12 hours of work per week is expected of each group member; there are no prior time commitments that need to be accounted for. If the conflict do occur, we will try to make up as soon as possible. We will try our best to handle the conflict.

2.3 Conflict Resolution

Once a member disagree with another one, we will listen to each one's idea carefully, after which we would try to make an agreement. If someone can't accomplish his or her task, other members will try to help him or her. If someone is habitually late, we will try to talk to him or her, and make agreement on time management.