

CS225FinalGradeA Contract

Members:

- Fred Hou
- Carmen Zheng
- Chenally Chen
- Jason Zhang

Communication:

- Team Meeting:
 1. We plan to meet twice weekly (in-person and online via Zoom).
 2. We will use Google Doc to take notes and record the content of the meeting. Every member will be a note taker.
- Assistance:
 1. Our team will communicate by WeChat and Discord, and the estimated reply time would be within 30 minutes before midnight. Teammates may also be reachable through email.
 2. If the team faces emergencies, team members will also be reachable through phone calls and face-to-face conversations.
- Respect:
 1. Take notes while team members are speaking.
 2. Democracy.
 3. No swear words.
 4. Every voice & opinion should be respected.
 5. Complete each task that is assigned to each person.
 6. No monkey business.
 7. No tomfoolery.

Collaboration:

- Work Distribution:
 1. During the weekly meeting on Tuesday, we will discuss team members' spare time and assign work according to that.

2. When there are unexpected complications, team members who have extra time will volunteer to finish the remaining part of the work. An appropriate adjustment will be made if the overall workload for team member(s) is unbalanced.
- **Time Commitment:**
 1. We expect a 4-7 hour workload for each member, including meeting time. Current week's working hours may be adjusted in advance according to the task volume of next week.
 2. The meeting will last for two to three hours to develop a proper plan for the project and discuss potential difficulties and issues that may arise while each team member is working on their tasks.
 3. The meeting will be efficiently used for any conflicts during the project. If any team member(s) face difficulties while finishing the assignment or dealing with the problem, we can discuss it, find the solution, and complete the hard part together. Every team member is responsible for maintaining a good working relationship with other team members and keeping track of time for every task.
 - **Conflict Resolution:**
 1. We will voice our disagreement directly and vote on it. When there is unresolvable voting, our mentor will be the tiebreaker.
 2. If there are any executable issues for some members not accomplishing their tasks, then we can understand and will help them accomplish their tasks.
 3. We will set small deadlines during the week to force that member to hand in the work on time. If this method doesn't work, we will meet in person in our spare time and monitor him/her to finish their task.
 4. It's every member's responsibility to plan ahead of time during fall breaks and final week

Signatures:

I, *Fred Hou, zhengqi5*, vow to abide by the rules laid out in the group contract.

I, *Junhan Chen, junhanc2*, vow to abide by the rules laid out in the group contract.

I, *Dingnan Zheng, dingnan2*, vow to abide by the rules laid out in the group contract.

I, *Jason Zhang, zijie3*, vow to abide by the rules laid out in the group contract.