

CS225 Data Structures

Team Contract (xinshuo3 – peiyuan3 – haoyul4)

Communication

1. **Team Meetings** Team meetings will be held each Wednesday and Sunday 7pm to 8pm. The Wednesday meeting will be on Zoom and the Sunday meeting will be in person. Meeting notes will be stored locally and shared through emails. Note takers also serves as the host of each meeting, changing in the sequence of Xinshuo – Peiyuan – Haoyu each week.
2. **Assistance** Team members can contact each other through Wechat, or in person since all three members are staying in Champaign. All contacts are expected to be responded at least by the end of the day.
3. **Respect** each team member is expected to share thoughts on meetings. The note-taker is responsible to make that happen. Since the team has three members, a agreement is made once there are two members agree.

Collaboration

1. **Work Distribution** Weekly works will be determined on the Sunday meeting before that week. All members will be randomly assigned about one third of the weekly work unless volunteers occur.
2. **Time Commitment** Time required for each week's work would be 3 to 6 hours. After the weekly workload has been made, team members can make change to

their work on the Wednesday meeting if they feel stressful. The other two members should try to help. If more than one member feels stressful about their work, part of the extra work will be pushed to next week.

3. **Conflict Resolution** If the conflictual discussion lasts more than 10 minutes without a decision, we will introduce a dice game to make a decision. If a group member were not able to accomplish his work by the end of a week, he must finish it next week. But if a spiteful intention is revealed, he will be reported to the course staffs.