

CS 225 Project

Team Contract

## **Communication**

Team Meetings: All communication, including team meetings, will be in person and on Discord. Team meetings will be at least once a week, or whenever we need to help each other. Teammates will respond to calls as soon as they can and respect each other.

Assistance: All of us are in a group chat in discord and messenger, as well as having each other's phone numbers. All teammates have a good track record of being readily available on multiple platforms.

Respect: All team members have agreed that people should voice their opinions. If we notice that a team member is reserving their opinion, we will ask them for their thoughts.

## **Collaboration**

Work Distribution: we will divide up the workload as we go along. Team members will notify each other as soon as they can if they are not available to work on something, and work distribution will be decided from there. Team members will help each other out if someone is struggling in their portion.

Time Commitment: However much time is needed for the project. We will set weekly goals to ensure we do not fall behind. If a conflict arises, one will alert the whole team in advance and we will move our deadlines as needed.

Conflict Resolution: We are all good friends so hopefully there will be no disagreements, but we will diplomatically vote on a solution and all members should adhere to the situation. If this does not work, we will ask the TA for guidance. If one member has not accomplished their tasks or does not communicate well with the team, then a meeting will be called to straighten that member out. If the problem persists, the team will involve the TA about possible options on removing the member that does not contribute.

Team member signatures:

Lilian Shen

Spenser Fong

Justin Kim

Daniel Bargon