

Team Name: TBA

<Team Contract>

November 15, 2020

Team Member: Ruipeng Han, Zhuofan Jia, Kaiyuan Luo, Xuning Hu

Communication

1. **Team Meetings:** When and how often will your team meet? How long should each meeting last? What software or tool will you use to host these meetings? Will someone take notes (record minutes)?

Since we are all on campus, team meetings will be held on average twice a week with each meeting last until the problem has been resolved. Each meeting is expected to last about 2 hours. We will meet in person as well as utilizing applications like zoom, etc. Zhuofan will take notes.

2. **Assistance:** How will your teammates be able to contact you if they need your help or opinion on a task? How quickly should you be expected to respond?

Go downstairs and knock on the door :) Or we use WeChat to communicate, the average response time will be under 5 min.

3. **Respect:** An effective team needs to have an environment that encourages open expression of ideas. How will you ensure that every member has an opportunity to speak and, more importantly, that every member will actively listen and engage with the thoughts of others?

This won't be an issue since our team members have a long history of working as a team (in labs and homework that allow partners). If it causes an issue, everyone is encouraged to contact CS 225 administration :)

Collaboration

1. **Work Distribution:** How will you assign the workload for this project? How will you address unexpected complications or unforeseen work? You are encouraged to identify the strengths and desires of each team member when distributing work. You do not need to all work equally on a particular deliverable – it is the overall work that should be largely equal.

The workload will be evenly distributed among all team members with slight differences. We will also evenly distribute unforeseen work. With functions that serve different purposes, each team member is expected to work individually with their assigned works with respect to their strengths and desires. And we will combine our code during team meetings and all team members are expected to participate.

2. **Time Commitment:** How many hours of work per week is expected of each group member? Are there prior time commitments that need to be accounted for? How will you address conflicts or commitments when they do occur?

For work that could be done individually, each team member is expected to contribute on average of at least 3 hours per week. And two team meetings with two hours each per week is also expected by all team members.

3. **Conflict Resolution:** How will the team resolve situations where there is a disagreement between members? Situations where one or more members have not accomplished their tasks? Situations where one or more members are habitually late? You are encouraged to bring such issues to course staff, but only after first trying to resolve the issue yourself.

If one person has a disagreement between members, the rest of the people will vote and a decision is drawn based on the vote. If there is an even split, a random number generator will be used for the final decision-making process. For tasks that have not been accomplished or late, other members will distribute the rest of the work to ensure the project will get completed by the due date. But members with such behavior will get penalized from Final Peer Assessment. If such behavior strongly impacts the completion of a team project, other members will contact TAs or the instructors for help and instructions.

Signature Signed by:

Kaiyuan Luo, Xuning Hu, Ruipeng Han, Zhuofan Jia