

CS 225 Team Contract

Communication

Determining how to communicate with your teammates as well as how often you should be communicating is key to a successful remote project. Discuss with your team and draft a statement detailing the following:

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)?

We intend to meet every Tuesday, from 1 to 2 pm. We will also meet on Thursdays every other week from 2pm to 3 pm. This pattern of meeting twice a week every other week is to account for the increased workload as the project progresses. We intend on using Discord for meetings and Parth 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?

We have a discord server where all team members can communicate with each other. We expect all team members to respond in a timely manner to ensure incremental development.

3. Respect: An effective team needs to have an environment which 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?

We'd try to ensure all team members are engaged by asking questions about specific details and opinions regarding different aspects of the project.

Collaboration

The final project tasks you with finding a fair distribution of labor where each student has some role in the development of each deliverable. However the details of this distribution are up to you.

Discuss with your team and draft a statement detailing the following:

1. Work Distribution: How will you assign 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.

We intend on using the Issues and Pull Request features on Github to delegate tasks. When handling unforeseen issues/work, we intend on delegating tasks based on the strengths and the interests of different team members.

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?

We expect to work around 4 - 6 hours per week. The reason why we have a range of this is because there are other time commitments that might overlap with our project as well. The way we will address conflicts will be through open communication of when it is that we will be super busy. With this we will be aware of what to do and how much work we should expect to do as well. So this might mean that there will be a couple more tasks to take on if the other won't be able to fulfill it.

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.

We could resolve disagreements by discussing the issue as a group, in order to view the issue from multiple perspectives. When it comes to teammates not accomplishing their tasks or being habitually late, we could communicate with each other to make sure -everything is alright. We could also split the workload so one person isn't stressed.

Signatures:

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