

**zfaizal2**

## **Communication**

1. Team Meetings
  - a. We will meet at least twice a week to discuss the project, since we are roommates we will meet in person. Each meeting will be at least one hour.
    - i. Will meet more often if progress goes slow or when issues arise.
2. Assistance
  - a. Team members will be a part of a group chat using the application "SnapChat".
  - b. We will be expected to respond whenever the individual is available but that should never exceed 3 hours. If emergency questions arise, simply knock on their door because again, we live together.
3. Respect
  - a. Any disrespectful behavior will be addressed within the group and be solved as soon as possible. If a teammate refuses to comply, then we will contact course staff.

## **Collaboration**

1. Work Distribution
  - a. Unsure how to distribute work yet, we will distribute work depending on what we have to develop and as we start the project. As of right now we will be working on it together to simply research each algorithm and method.
2. Time Commitment
  - a. We have decided to commit about 10 hours per week, which is about how much time we usually spend on MPs.
  - b. Time conflicts will be easy to work through because we are roommates and we can accommodate to each other's schedules fairly easily. We frequently discuss and collaborate outside of class.
3. Conflict Resolution
  - a. If there is a disagreement between members, we will address the issue by having a team meeting and discussing our thoughts. We will be able to solve the problem by communicating with each other as a group.
  - b. If a member has not accomplished their task, we will hold them accountable by making sure we consistently check up on them until they have finished.
  - c. If a team member is habitually late, we will bring up the issue and work out a new meeting time if the member can not attend those meetings at a consistent time. If it was done voluntarily, we will politely ask them to show up on time the next time.