CS225 Final Project Team Contract:
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Communication:
1. Team Meetings
   - When and how often will your team meet?
      - 1-2 times a week or more depending on how much work we have to do. At the start of each week, we'll create a whentomeet to schedule them.
      - Thanksgiving break we will have more than this amount so we can get a bulk amount of our coding done with.
   - How long should each meeting last?
      - Depending on what needs to get done, we will meet on average for an hour. At the beginning, we can meet for longer to make sure everything is on track and meet for less when everyone has a general idea of what they need to do.
   - What software or tool will you use to host these meetings?
      - We'll be using zoom to host meetings
      - Trello to keep track of assignments and tasks to do
      - Optional - Slack
   - Will someone take notes (record minutes)?
      - Note taking responsibilities will pass around each meeting
      - We will be recording the zoom meetings in case someone needs to go back and review what was discussed.

2. Assistance
   - How will your teammates be able to contact you if they need your help or opinion on a task?
      - We will use messenger to contact each other. Email or any other forms of communication if necessary
   - How quickly should you be expected to respond?
      - As soon as possible if you can.
      - A day at the latest?
3. Respect
   - 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?
      - Through the power of friendship. Also, we will make sure to ask each other questions and get each other involved in the conversation.

Collaboration:

1. Work Distribution
   - How will you assign workload for this project?
     - Assign workload at the start but make those assignments flexible, so if need be they can be switched with other people's assignments.
       - If someone needs help
     - Assess each others strengths and distribute work accordingly
   - How will you address unexpected complications or unforeseen work?
     - Make deadlines with a decent time buffer to give us time to react and cover for the defaulter.
     - Hold each other responsible if we fail to reach deadlines
     - Create quick meetings so we can distribute urgent work and once again, do that based on our strengths.
2. Time Commitment
   - How many hours of work per week is expected of each group member?
     - Around 7 hours per week, more/less depending on the progress
     - Thanksgiving break will probably be more than 7 hours.
   - Are there prior time commitments that need to be accounted for?
     - No. If so, these will be taken into consideration with the whentomeets
   - How will you address conflicts or commitments when they do occur?
     - Bring it up openly through group chat in a respective manner
3. Conflict Resolution
   - How will the team resolve situations where there is a disagreement between members or when a member is habitually late or doesn't finish his work?
     - Talk it out
     - If really need be, report them