

# Team Contract

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This Team Formation Agreement (referred "Agreement" below) is entered into **Nov 15th 2020**, by and between Jessica Wang, Yucheng Jiang, and Yueqi Jiang, collectively "the **Parties**".

The parties wish to form a group and, in collaborative effort, develop and conquer the "CS225 Final Project".

THEREFORE, the parties agree as follows:

## Section 1: Communication

**1.1 Code Review & Team Meetings.** The parties shall attend the weekly code review and meeting every Monday 2100(UTC -5), 2200 (UTC -4), 1100 (UTC +8) to layout the progress in the past week and discuss plan for the upcoming week. Due to the on going global pandemic, the parties agreed upon using zoom to conduct the meeting.

**1.2 Assistance.** The parties shall contact each other via email or discord to request help. The parties shall respond within 24 hours. In the event when one is unable to do so, member shall send notice ahead of time to inform the rest the duration of absence.

**1.3 Respect.** The quality of this project is dependent upon the parties to create a safe and encouraging learning environment that allows for the open exchange of ideas while also ensuring equitable opportunities and respect for others. The parties are expected to help establish and maintain an environment where each other can contribute without fear of personal ridicule, or intolerant or offensive language. Racism, discrimination, micro-aggressions, or other offensive behavior shall not be tolerated and shall be reported once observed.

## Section 2: Collaboration

**2.1 Work Distribution.** The parties shall contribute to this project evenly based on strength and capability. However, the overall contribution to this project shall be largely equal. In the event of unexpected complications or unforeseen work, members shall notify the rest as soon as possible to discuss and evaluate the situation and contact mentor if necessary.

**2.2 Time Commitment.** The parties shall complete their task as specified and agreed during the weekly meeting. There will be no assigned time threshold yet the parties are expected to follow the project outline. In the event when members are unable to adhere to the original timeline, members shall communicate with each other in a timely manner.

**3.3 Conflict Resolution.** Any disagreement shall be settled through a respectful manner and resolved in the weekly team meeting. Habitually and multiple time of failure to perform will lead to a termination of the contract after which the situation will be reported to the course staff.

### Section 3: Contact Information

All parties can be and shall be reached by the contact information listed below.

**Jessica Wang:** [ziyu4@illinois.edu](mailto:ziyu4@illinois.edu)

**Yucheng Jiang:** [yj17@illinois.edu](mailto:yj17@illinois.edu)

**Yueqi Jiang:** [yueqij2@illinois.edu](mailto:yueqij2@illinois.edu)

The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

Date: 11/16/2020

By: Jessica Wang  
Jessica Wang

Date: 11/16/2020

By: Yucheng Jiang  
Yucheng Jiang

Date: 11/16/2020

By: YqJ  
Yueqi Jiang