

CS 225 Team Contract

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)?

We plan on meeting two to three times per week on Discord updating each other on what each member has accomplished during that time period. We will have someone recording the important information.

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?

Our group will communicate through Discord. We have made sure all members on the team have notifications on phone and laptop and will promptly respond if anyone has any questions or concerns.

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?

Each group member will have the opportunity to share their thoughts and opinions with other group members during our meetings. Furthermore, each group member is familiar with each other, so voicing opinions and ideas will not be a problem.

Collaboration

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 will identify the strengths of the team members and assign each team member some particular roles and responsibilities. We will discuss when a team member encounters an unexpected complication. If we are not able to solve the problem, then we will contact our assigned TA.

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 each group member to work on the project for 8-10 hours per week. We also expect each group member to contribute equal amounts of effort, so any accommodations should be brought to the rest of the members before any problems arise.

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.

At times of disagreement, we will resolve it by discussing our ideas with each other and coming to a consensus. If one or more members have not accomplished their tasks, we will encourage them to ask for help and clarification among the group members, UAs, or TAs running the course. Although we do not believe that any member will be habitually late, if this case arises, we will be sure to let them know that they need to keep themselves accountable.