

Team Contract:



This document is the team contract for the team consisting of

- Nikil Ravi (NetID: nikilr2),
- Aniruddha Pai (NetID: agpai2), and
- Tejesh Chandra Bhaumik (NetID: tejeshb2).

Here, we outline our approach towards communication and collaboration, and formalize our agreement on how we will work together effectively on the final project.

Communication:

- Since all the members of our team are in similar time-zones, we have decided to meet almost every single day, for around half-an-hour each day. This is so that we can communicate clearly what each one of us have worked on, and plan what to do next. We have agreed to use Zoom as the software to host these meetings. Additionally, for clarity in our planning, we will make a small note of the broad, important ideas that were discussed in the meeting. These could be what we have done since the previous meeting, what we plan to do before the next meeting, and other important points.
- We have created a group chat with all the members. Since we are all in similar time zones, we have agreed that we will check and respond to messages in the group within a few hours during our waking hours/working time, and the next day if it is night-time.
- We understand how important diversity of opinion and thought is, and all of us will strive to give other members the platform to express the views. If a particular member does not follow this, we will talk to that member about it, and ensure that our communication is based on respect for each other.

Collaboration:

- Since we have similar strengths and weaknesses, we have decided to try and split all the work in roughly equal parts. That is, every deliverable or part of the code will be split in roughly equal parts for each member- the aim is for work distribution to be approximately uniform. However, the way we divide this work will depend on its nature; for instance, if one of us understands an algorithm much better than others or is better at the theory, we might assign the overall design of the code and pseudocode to that member. We plan to try and finish the bulk of our project well before the deadline, so that we have some buffer time if unforeseen complications arise.
- We expect each member to work for an average of 6-8 hours each week. However, this will vary depending on the phase of the project that we are in, and we recognize that. We plan to deal with time conflicts on a day-by-day basis; if a member cannot work on a particular day for some reason, he/she will be expected to finish his code/work by the next 1-2 days. We are, however, planning to be flexible with this and deal with it on a case-by-case basis. Additionally, since we are doing most of our work during the break, we do not expect any major issues in this regard, especially based on our other commitments and plans for the next few weeks.
- We do not anticipate any conflicts, as we have respect for each other and others' time, and know that we need to contribute to the team. However, in case such disagreements occur, we will openly talk about it with one another, and ensure that we get back on track. We are confident that we will easily be able to resolve such issues, in case they occur.

