Team Contract

Bella Watters	Molly Graton	Allen Wang	Jonathan Mao
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1 Communication

1.1 Team Meetings

1. Meeting Schedule: Anywhere ranging from bi-weekly to weekly depending on current project load.

2. Meeting Duration: Average time will be around an hour, but duration can change based on fulfillment of meeting goals.

3. Location: We will be utilizing Zoom meetings for on call in person meetings, and iMessage for text correspondence.

4. Recording of Meetings: We will utilize a group document to highlight meeting goals and their fulfillment while during the meeting in a collaborative manner. We will record the time of each meeting.

1.2 Assistance

1. Simple Assistance Contact: For quick and simple assistance we are utilizing a group chat where each member is active and able to respond in a timely manner.

2. Response Times: We hope to have close to instant response times. Additionally if the question is not fully answered, additional teammates can propose multiple solutions to the problem at hand.

1.3 Respect

1. We expect full participation from each group member in order to promote clean and efficient work that represents our best work. We hope to maintain a team mentality.

2 Collaboration

2.1 Work Distribution

1. Member Workload: We will try to make the workload even between each member and assign problems that align with each member's strengths and weaknesses. If a task turns out to be too big or too small, we will redistribute work as necessary.

2. Complications or Unforeseen Work: We will analyze the situation and react accordingly, usually in the form of assigned work. We will try to minimize the chances of this situation happening and if it does, we will analyze our current timeline to see if it is still viable. If not we will adjust accordingly.

2.2 Time Commitment

1. Expected Time Contribution Per Week: We expect around the same time commitment that our current CS 225 labs require (about 5 hours).

2. Prior Time Commitments by Member:

   (a) Allen: Finals (CS 233, MATH 415, MUS 133)

   (b) Molly: Finals (CS 357, BTW 250, INFO 490, PHYS 212)

   (c) Jonathan: Finals (ECE 598, TE 567)

   (d) Bella: Finals (ME 200, ECE 205, TAM 211), RSO meetings

3. Case of Conflicts: If there are time conflicts (code not finished on time, RSO event, etc) inform the other group mates and establish whether or not we can wait for the conflict to pass or distribute additional work.

2.3 Conflict Resolution

1. Disagreement Between Members: If there is a conflict between members, all members will look at both sides and bring up arguments and points until reaching a group wide decision.

2. Task Not Accomplished: If the team member(s) can finish soon, we can delay the schedule by a little bit. If they need additional assistance inform the team members and then work collaboratively to finish the goal.

3. Member(s) Being Habitually Late: We will address the concern and establish whether not we need to adjust the time schedule and goals. If the solution cannot be found to fix the problem at hand, take note of the situation and distribute work.