Team Contract

Amadeus Justin Haryanto, Dylan Edbert Hartato, Matthew Mitchell Chung

Communication

Team Meetings

The team will meet thrice a week. Each meeting shall last around an hour, two hours at most. Zoom or Discord will most likely be used for the meetings. Amadeus will take note of the key points of every meeting.

Assistance

Amadeus: My teammates can contact me via WhatsApp and I will most likely respond within half an hour.

Matthew: My teammates can contact me via WhatsApp or Imessage and I will reply within 1 to 2 hours depending on the time of day.

Dylan : my teammates can contact me via WhatsApp and I will reply within 1 hour.

Respect

As a team, we will make sure that each of our teammates has his own opportunity to voice out any opinion related to this project; the others must take note and respond positively, negatively or suggest something more suitable.

Collaboration

Work Distribution

All the work will be worked on as a group. One individual will be responsible for writing the code while the others will contribute with their ideas on the best method to implement the code. The task of writing the code will rotate between each member and each individual will be expected to write ⅓ of the code. For the written report and presentation, a Google Document and Slides will be created and each individual is responsible for adding content to each of these documents to the best of their ability. Any unforeseen work or complications will be dealt with as a group and a member will be assigned to complete the task. As of now, the strengths of each individual is still unknown but as the project

progresses, each individual's workload will be modified to accommodate their individual strengths.

Time Commitment

Around 4 hours of dedication from each team member every week is satisfactory. That being said, it is mutually understood that each member has his own matters to attend and must adjust his schedule accordingly. In the case of time conflicts, one of the teammates has to try his utmost best to cover for the others.

Conflict Resolution

If a disagreement between teammates occurs, each member must make his own attempt to see eye-to-eye with the other, e.g. try to see the problem from the other's perspective. If a team member is habitually late, he shall be tasked with a larger portion of the work for the next week. In the case of members' respective tasks not being accomplished, the resolution depends on the situation: if the team member is struggling with the task at hand, his teammates shall try their best to guide him to the best possible resources to assist his understanding; the team member could also be tasked with other duties related to the project that may suit his schedule and abilities better. If none of the aforementioned solutions succeed in helping the situation, the matter shall be brought up to our assigned mentor.