

Team Contract

Communication

1. **Team Meetings** We are planning on meeting every week on Tuesday at 5pm. This meeting will end at 6pm. We will use a combination of Zoom and FaceTime. If we plan on sharing our screens, then we will use Zoom, otherwise we will use FaceTime. Depending on the workload for the week, we might also start meeting on Thursday at 5pm. However, Thursdays are additional days for us and will be used in case of questions/ emergencies. If someone is struggling with their tasks then we would meet on Thursday to help them out. This could take up to an hour and if we go over that hour, we will find another time to meet up which will be decided during that meeting. However, this will be used in extreme situations. Currently, we do not have a designated person taking notes, but everyone will jot down whatever they felt important personally.
2. **Assistance** We have all shared our emails with each other and we also have a text message group chat where we communicate with each other. If we need to contact each other individually, we can either email each other or privately message each other. It should not take too long to respond because we are using methods of communication that we are all very active on. The most time it should take to respond would be 24 hours. The shortest time it would take to respond would be immediately.
3. **Respect** To ensure that every member has the opportunity to speak we will create a document before each meeting where everyone can jot down their thoughts and express their ideas. During the meetings, we will each go around the room and talk about what we wrote in the document. I think communication is really important, especially working on group projects, so if someone is not responding or making an effort in the project we will gently remind them. I think by having a document and keeping that organized system it will help everyone listen to each other's thoughts. Also during the meetings when someone is presenting it is important that we don't interrupt them and make sure their thoughts are fully spoken before we all chime in with our thoughts.

Collaboration

1. **Work Distribution** We plan on assigning workload by algorithm. Two people will work on each graph data algorithm: Djikstra's and PageRank. Since Anushka and Anika already have a bit of background on Djikstra's algorithm, an efficient path-finding algorithm, they will work on implementing it. Similarly, since Jennifer and Aarya are already familiar with PageRank from prior classes, they will work on implementing PageRank. All four of us will work on adapting the graph traversal algorithm to our specific project since we all have a foundation from previous units in this class. We will address unexpected complications and unforeseen work by clarifying member roles and ensuring that everyone has an understanding of what they're meant to do. We may also

reassign members to different and more suitable tasks to increase motivation and confidence in respective roles.

2. **Time Commitment** Each member is expected to work at least three to four hours per week. The only prior time commitment we all have is our weekly team meeting on Tuesdays at 5pm. This hour is not included in the 3-4 hours expected every week. If a team member is unable to attend the meeting or deliver their code for the week, they must communicate two days in advance, so other members can pick up and focus on the deliverable for that week. In addition, if the person must make up those hours the following week either by helping out the people who subbed in for them or picking up extra tasks. If a team member misses the team meeting, they are expected to text their progress and future goals on the group chat on iMessage.
3. **Conflict Resolution** When there is a disagreement between members, we will all talk with each other and do our best to communicate what our ideas are. In some situations we will take a vote on what to do, so the majority is satisfied. We will talk about this in advance and agree that we will all go along with what the majority agrees with and not get upset with the decision. In situations where one of the members is late or is not doing their work, the other three will come together to talk to the fourth person and get them to understand the consequences of their actions and how it affects all of us. Some other things that we will discuss ahead of time is the authenticity of our work and time management. We want to make sure that the work that we are doing is our work and works to its full effect while also making sure that we do not leave everything for the end and do our best to keep up with the project on a weekly basis.

Signatures

Anika Solapurkar (anikaas2), Anushka Kansal (akansal3), Jennifer Ho (jsh7), Aarya Mehta (amehta58)