CS 225 Data Structures Final Project
Team Contract

A. Communication

1. Team Meetings

- Our team will be meeting virtually twice a week on Monday and Friday.
- Each meeting will last for about an hour and a half.
- In each meeting, we will ask for updates and progress of each team member respective task.
- If a team member is stuck, other group members can help find the solution for the problems.
- If every task in the current week is completed, the team will be proceeding with a new plan for the next week.
- The software or tool that we use to host our meeting is Zoom app.
- Each meeting will be recorded on Zoom for future references.

2. Assistance

- Teammates will be able to contact each other through WhatsApp group chat and Discord server chat.
- Each member is expected to respond to any queries in the group chat within an hour.

3. Respect

- During the meeting, we will practice round robin scheduling, where every member is given their turn to speak and voice out their opinions.
- Each member is expected to provide a feedback on the opinion statement to engage active participation of each member.

B. Collaboration

1. Work Distribution

- Each member will be assigned separate implementation by parts based on experience and strengths.
- General distribution will be based on the number of functions and files
- Implemented parts will be peer reviewed together as a group to make sure everyone is on the same page.
- In any case of unexpected complications or unforeseen work, an emergency meeting will be held to resolve the issue.

2. Time Commitment

- Each group member is expected to contribute 10 hours per week for the final project
- Each person has the liberty to distribute his workload throughout the week as he sees fit
- If any conflict occurs, redistribution of the workload will be considered as to meet the deadlines of the part.

3. Conflict Resolution

- When there is a disagreement between team members, the issue will be discussed argumentatively as a group.
- Each member is given deadlines to complete each part of the project.
- If there is any conflict with other course load assignments, workload would be redistributed to comply with the situation.
- If there are any members who still could not meet their assigned deadlines, the person will be contacted and confronted personally so as to figure out what kind of problems the person is having, whether it is technical or personal.
- If there are any members that was found neglecting their part of the project, a warning will be given and if there is still no action taken, a report will be made to the course staff.