

CS 225 Data Structures Team Contract

Each member of the team should commit a copy of the team contract, with the filename including their netid.

Your team contract should be a 1-2 page document signed by each team member which formalizes your team's views on the following:

Communication

Determining how to communicate with your teammates as well as how often you should be communicating is key to a successful remote project. Discuss with your team and draft a statement detailing the following:

1. Team Meetings

When and how often will your team meet? How long should each meeting last? What software or tool will you use to host these meetings? Will someone take notes (record minutes)?

- Our team will meet twice a week for about 30 minutes to an hour depending on the amount of progress/questions we need to discuss.
- We will host the meetings through Zoom, and record what we plan to do in a shared Google Doc.

2. Assistance

How will your teammates be able to contact you if they need your help or opinion on a task? How quickly should you be expected to respond?

- We have made a text group chat that the members of our group will use if they have questions or want to discuss the progress of the project.
- We will expect each other to respond within a few hours depending on their availability that day.

3. Respect

An effective team needs to have an environment which encourages open expression of ideas. How will you ensure that every member has an opportunity to speak and, more importantly, that every member will actively listen and engage with the thoughts of others?

- Each member will respect each other when they want to share ideas and no one will over power the conversation so it creates an open working environment.
- Everyone will listen to each other's ideas with an open mindset.
- Each member will provide their own input and make sure everyone has an equal opportunity to speak and share their ideas.

Collaboration

The final project tasks you with finding a fair distribution of labor where each student has some role in the development of each deliverable. However the details of this distribution are up to you. Discuss with your team and draft a statement detailing the following:

1. Work Distribution: How will you assign workload for this project? How will you address unexpected complications or unforeseen work? You are encouraged to identify the strengths and desires of each team member when distributing work. You do not need to all work equally on a particular deliverable – it is the overall work that should be largely equal.

- All members will meet as a group to discuss and designate who will do what. There will be bi-weekly check-ins to see how everyone is progressing.
- In order to avoid merge conflicts and mixing of different thought processes, we can divide each other's code by simply commenting a section that someone is or is planning on working on. If two members want to work on something at the same time ideally they could call/chat in real time so there aren't multiple trains of thought trying to do the same thing.
- Unexpected issues can be first addressed to other group members, and then to Piazza, our supervisor, or other external help.

2. Time Commitment: How many hours of work per week is expected of each group member? Are there prior time commitments that need to be accounted for? How will you address conflicts or commitments when they do occur?

- Each member is expected to work as many hours as it takes to complete their portion of the project. If a team member has a prior commitment, other members of the team can help out on their specific task. We will address conflicts or commitments by dispersing work load to other team members that can step up.

3. Conflict Resolution: How will the team resolve situations where there is a disagreement between members? Situations where one or more members have not accomplished their tasks? Situations where one or more members are habitually late? You are encouraged to bring such issues to course staff, but only after first trying to resolve the issue yourself.

- If there is a disagreement between members we will come together as a group and think through which way the team thinks is best while making sure to hear out each person's perspective.
- If one or more members fail to accomplish their tasks we will have a team meeting to discuss the reasons why this occurred. If they can't make up the work we will split up some of it among the other members to ease their workload.

- During our group meetings we will discuss why the person is always late and what we can do to help them so that they are on time in the future.