

CS 225 Team Contract: ch35, xinranh2, amyyq2

Communication:

When and how often will your team meet?

- We will meet every three days

How long should each meeting last?

- Each meeting will last 2-3 hours

What software or tool will you use to host these meetings?

- We will use VSCode Liveshare and Zoom

Will someone take notes (record minutes)?

- One member (Cindia) will take notes on our progress during our meetings

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

- We can contact each other through our group chat

How quickly should you be expected to respond?

- We will be expected to respond within an hour during working hours, otherwise, by the next day

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?

- We will make sure to take breaks in discussion to give each person a chance to share their thoughts
- We will leave a period of time toward the end of our meeting to give everyone the opportunity to ask any questions or address any concerns

Collaboration

How will you assign workload for this project?

- Each member will take charge of a different aspect of the project: coding BFS algorithm, implementing Dijkstra's Algorithm, implementing Landmark Path. If one member completed their part of the project, they should be available to help out with whoever might be having trouble. We will work together over zoom to code similar sections like graphic output generating code.

How will you address unexpected complications or unforeseen work?

- We will discuss together who is available and willing to take on the extra workload and distribute accordingly based on our schedules.

How many hours of work per week is expected of each group member?

- 5-8 hours

Are there prior time commitments that need to be accounted for?

- Eating times, sleeping times, special events, studying for other finals and other projects

How will you address conflicts or commitments when they do occur?

- As long as the required work is done by the end of the week and it's communicated to the rest of the team that they are unable to make it to the meeting, it is alright.

How will the team resolve situations where there is a disagreement between members?

- We will have a careful and focused discussion where we will make sure to create a safe space for all to share their thoughts.
- We will try to be open-minded and make sure to understand each others' opinions.

Situations where one or more members have not accomplished their tasks?

- They must make a thorough plan of how they will finish their tasks within the next two days of when they were supposed to finish it (we don't have much time)

Situations where one or more members are habitually late?

- Make sure that members will add each decided meeting time to their Google calendar, or whatever they use to keep track of their day.
- We can also send reminders before meetings, but everyone should be aware of the meeting schedule.

Signed:

Amy Qian (amyyq2)

Cindia Hua (xinranh2)

Christina Hu (ch35)