

CS 225 Data Structures

Team Contract (rchaud9 - gfc2 - dimitar3)

Communication

- **Team Meetings:** We will meet twice a week for 2 hour intervals, on whatever days we decide are best for us each week. We will use Discord to meet and stream our screens, if necessary. We do not need anyone to record minutes or keep track of time. Any notes can be stored digitally on our discord server.
- **Assistance:** We have shared our Discords, phone numbers, and emails in case we need to contact one another outside of the meetings. We should be able to respond fairly quickly (within a few hours) and let each other know when we might be unavailable for long periods of time.
- **Respect:** We are all friends in real life, so we do not have any issues with open expression of ideas. Nevertheless, we will be respectful and listen to each team member's thoughts and ideas.

Collaboration

- **Work Distribution:** We will have each person lead a component of the project. As we have three people, each person will have a chance to lead one of the core components, i.e., the traversal, and the two algorithms. We will all work on these but there will be one person clearly in charge of each section. This will keep the workload distribution relatively equal as well as give everyone a chance to voice their ideas on implementation.
- **Time Commitment:** Other than the 4 hour per week meeting times, we are expected to spend however many hours it takes a week to reach our goals. Prior time commitments are dealt with by the dynamic picking of the meet days. Unaccounted emergencies or time conflicts can be resolved with simple communication and rescheduling of the meet days. We will have our second meet at least 24 hours prior to each weekly deadline.
- **Conflict Resolution:** Disagreements between members will be resolved through logical discussion. Any late work will be swiftly dealt with before it becomes a

recurring problem. If willing, a teammate can choose to take on more work to compensate for the person that is missing deadlines.