

## Team Contract

### Communication

1. When and how often will your team meet? How long should each meeting last?
  - a. Week 1 - Tuesday 10:30 pm CT
  - b. Week 2 - Everyday Coding Hour (10 am CT) (Full Attendance Not Required)
  - c. Week 3 - Minimum 3 meetings, send out a when2meet the Friday before, answer it by Saturday night (11:59PM CT).
2. What software or tool will you use to host these meetings?
  - a. Discord is the preferred platform and Zoom is our fallback option in case of poor internet connection.
3. Will someone take notes (record minutes)?
  - a. Collaborative team notes for minutes (Google Docs)
4. Assistance How will your teammates be able to contact you if they need your help or opinion on a task?
  - a. Discord pings (direct mention)
5. How quickly should you be expected to respond?
  - a. Assuming all parties are awake: 30 minutes, otherwise 2-3 hours average
6. 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?
  - a. Before we change topic on meetings, ask people who have not said anything if they agree/disagree/etc. about what was discussed.
  - b. 5 minute period at the start of each meeting where we go around and express thoughts on our progress and expectations moving forward without judgement.
  - c. Decisions should be made unanimously. If compromises can be made, then a compromise should be made such that it's unanimous. If compromises cannot be made, we majority vote, and if that is tied, we rock paper scissors or coin flip it out and deal with the result.

### Collaboration

1. How will you assign workload for this project?
  - a. Writing
    - i. Week 1: Sahan Kumarasinghe (Goals)
    - ii. Week 2: Sreekar Bathula (Development)
    - iii. Week 3: Rishi Choudhary (Development)
    - iv. Week 4: Prakarsh Gupta (Development)
  - b. Programming - Each person will take the lead, however, all people are expected to participate
    - i. Processing data into data structure: Prakarsh Gupta
    - ii. Implementing BFS + other iterators: Sahan Kumarasinghe
    - iii. A\* Search: Sreekar Bathula
    - iv. Landmark Path: Rishi Choudhary
    - v. Processing user inputs / arguments: All
    - vi. Note: For all of the above 5 sections each group member will design at least one test each. So, the person assigned will be designing more tests ideally however, each section will comprise at least four tests (one from each member).

2. How will you address unexpected complications or unforeseen work?
  - a. We all start looking at the complication and we try to resolve it.
  - b. Breakdown the problem into smaller chunks and divide it amongst each other
  - c. We plan to play to each other's strengths and make sure that it is a team effort. We have had a discussion regarding our strengths and weaknesses and we have a good idea of what our team looks like.
3. How many hours of work per week is expected of each group member?
  - a. Expect time/week : 4-6 hours
4. Are there prior time commitments that need to be accounted for?
  - a. One of our group members will be travelling [During Thanksgiving break]
5. How will you address conflicts or commitments when they do occur?
  - a. We will address conflicts by being really communicative and being straightforward with our feedback and expectations. We will be honest with each other and also empathetic with each other's situations. If necessary, we will reschedule to accommodate conflicts, if possible.
6. How will the team resolve situations where there is a disagreement between members?
  - a. We expect to set clear expectations in the beginning of the project and have goals which everyone agrees with. We also plan to distribute the work among everyone equally and make sure that it fits with everyone's personal timeline. Therefore, whenever there is a conflict or problem we will go back to the original timeline and expectations that everyone agreed with and keep each other accountable. If there is disagreement, we follow the procedure we outlined in Communication, part 6c (compromises and unanimity).
7. Situations where one or more members have not accomplished their tasks?
  - a. We plan to be very straightforward with feedback and make this a really honest project and experience that everyone enjoys. So if a situation arises where a particular team member(s) has not accomplished their task we will address the issue in a timely manner and work out a plan which works with everyone to get back on track. If they haven't done work because they are lost, we can get more people working on the same task so that this person can make headway.
8. Situations where one or more members are habitually late?
  - a. Whenever a situation arises where a team member is habitually late, we would first have a conversation on why that is happening and figure out a plan to help them out and fix the situation. We would be flexible with team meeting scheduling and switch it around if need be.

***\*\*We agree to uphold the responsibilities outlined here to the best of our abilities.\*\****