

CS 225 Team Contract

Members: Jack Shao, John Wachala, Edward Tang

Communication

1. Team Meetings

Our team will meet at least once a week for summary purposes, but will keep in touch while working on our own part of the project. We will use discord chat if we are not able to meet in person, and we will take notes during the meetings as a summary report.

2. Assistance

All teammates can contact each other on Snapchat or discord, and all team members will abide by the one-day response rule unless unforeseen circumstances that prevent it come up. In general, the quicker we respond, the better progress we can make.

3. Respect

We will ask each team member to share their ideas and what they have done for their part of the project. The general goal is to make good progress so we will not interfere when a team member speaks about their ideas of the project.

Collaboration

1. Work Distribution

For now, we are planning to evenly distribute our workload for each team member, but it will be flexible as we choose the part we are fairly comfortable working with as our parts of the project. All teammates are expected to contribute to the project to their best ability, and there will be room for maneuvering regarding work distribution as the project goes on, but at the end of the day every team member will be expected to make significant contributions towards the completion of the project.

2. Time Commitment

Each team member is expected to contribute at least 10 hours per week on the project, but this can be flexible when exams, projects for other classes, or unforeseen emergency come up. In that case the rest of the team will have a meeting to redistribute

workload, and the member who had conflict is responsible to make up their time after their emergency is solved if it can be.

3. Conflict Resolution

Disagreement will be solved by consultation and meetings, and in case of members not being able to finish their task, the member should notify the rest of the group as soon as they can so the team can discuss a way out of it. If the conflict ends up being too much to solve on our own, our final step will be to ask for arbitration from the course staff.