

CS225 Final Project

Team Contract

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)?

We will have a meeting once a week through the discussion room in our discord server. Each team meeting should be about for about an hour. However, it may change depending on the materials and the progress of the project. Before each teaming, our members will post what we have accomplished or troubles with tasks on the discord server. That way, we can easily grasp the progress of other teammates.

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 created a facebook group chat and a discord server, so teammates can reach out to one another with whatever platform is preferred. So far, we have been communicating using facebook messenger since it is easier to receive notifications. It's unreasonable to ask teammates to respond within a certain amount of time; however, teammates should respond when they are available.

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? Because of a smaller group of three members opposed to four, there will likely be less conflicting ideas. However, we will promise that each member is free to speak out their opinions. If someone disagrees or agrees with other members, we will make sure to discuss it so that we can come to a decision or a compromise. We will also use the discord server to mention any idea and its feasibility if it is being presented outside of meeting times.

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.

Our discord server will be used to assign tasks for each member throughout the week and will also act as a checklist. Using this, we can make our meetings efficient and discuss any issues that are to be resolved for the week sooner. We will assign workload equally for each team member. At the same time, each one will take over the areas in which they are most confident. If one person is having difficulty, they can ask other members of the team about a different approach and we will do our best to cover up the missing areas.

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?

Our expectation for each group member is about 10 hours of work per week to commit to the project. We think that this is reasonable as each person has different levels of commitment. However, depending on the remaining work/progress, this may need adjustment. Each person is expected to meet deadlines but each member will also do their best to help each other should the need arise. We will also try to encourage parallel working.

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.

We will set up mini-deadlines into our project so that the work will not be procrastinated on, and members can easily follow along the way. If someone is continuously late for the tasks or the meetings, we will first try to resolve the issue by talking and encouraging them to make some effort into the project.

Signature:

Jaywoo Jo (jrjo2)

A handwritten signature in black ink, appearing to be 'Jaywoo Jo' in a cursive style.

Holly Lee (jungmin3)

A handwritten signature in black ink, appearing to be 'Holly Lee' in a cursive style.

Hemank Kohli (hkohli2)

A handwritten signature in black ink, appearing to be 'Hemank Kohli' in a cursive style.