Team Contract

Communication

1. Team Meetings We have three team members and plan to meet 3-4 times a week. Each meeting will last 2 hours long. Since we're all on campus, we will be meeting in person. One member will always be taking notes and sharing them with the other members via a Google Document.
2. Assistance My team member has my phone number to contact or message me, and as an active member, I will respond instantly. Since my team and I prioritize this project, we expect each other to respond as soon as possible.
3. Respect At the beginning of each meeting, we will allow every member to speak for 10 minutes and allow them to share their progress. While one member speaks, it is expected of others to listen, take notes and share their thoughts when they finish.

Collaboration

1. Work Distribution Depending on a person's strength in topics we will be assigning tasks. For instance, if one person understands the efficiency of algorithms for the shortest path or a minimum spanning tree, they can be given a task to implement that. To address unforeseen work, it is best to assign it to a member who is done with their task early.
2. Time Commitment Apart from the meeting hours, each member will finsih their task before the next meeting. This way, we will distribute work equally and share our progress every time we meet. If any time conflict happens, the member is expected to explain the reason behind it. If it is mutually accepted as a reasonbable conflict, they will be given more work in further weeks to make up for their time commitment.
3. Conflict Resolution In times of conflict between members, the best way to confront this is by listening to the other members' perspectives and understanding why they have not been able to finish their assigned tasks. During situations like this, it is always best to understand why they have not been able to give time for this project. If we gauge the reason behind their inefficiency, we can specially craft a schedule for them to work on. Other reasons for there to be conflict is because of a busy class schedule or not understanding how to contribute to the project. As a last resort, we will address the course staff.

Signatures

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