Communication

Team Meetings

- We plan to meet roughly twice a week and will create a more formal schedule once everyone knows what days work for them.
- Each meeting will take ~1 hour
- Each meeting will take place on Discord
- A shared Google Document will be available to access for all members at any time

Assistance

- Should a member of the team need assistance, they can promptly message the group over Discord, and a response can be expected within a day or two

Respect

- We will have an open forum discussion for all decisions
- All ideas and members must be treated with respect
- Each member will be asked to share their opinion on decisions/ideas before moving on
- Decisions can be made with a majority vote in the absence of a member (2/3)

Collaboration

Work Distribution

- As work is needed, the near term work needed to be done will be distributed to members equally in an open forum
- Complications or unforeseen work will be handled according to work distribution decisions made in an open forum made with a majority vote

Time Commitment

- Each group member will be expected to contribute 5 hours/week averaged over the course of the project timeline
- Each group member will have commitments for other class work and finals/projects
- In order to work around major commitment roadblocks, an open forum will decide how to reasonably allocate the work of the busy member to the other members

Conflict Resolution

- In the presence of conflict, resolution will be decided in an emergency forum, where a majority (2/3) vote can override the third member's decision within reasonable cause (I.e. Tejas and Josh cannot overrule me)
- In the event that a member has not accomplished their tasks, the other members will first seek to understand, then to be understood, of the potential roadblocks or problems the conflict member has and vote for a solution

- If a group member does not accomplish their work within reasonable expectations, the other members can report that group member to the CS 225 staff
- In the event that a member is consistently late, the other members will bring the issue up to him/her in a forum, and find out why, then offer a solution