

## **Communication**

1. Team Meetings: Meetings will be held at 11:00 AM (GMT+8) every Sunday. Each meeting will last approximately an hour. Notes will be taken respectively.
2. Communication: We will mainly contact each other by email, WeChat or zoom, and normally we will be able to assist each other within two hours. We are expected to respond within 24 hours.
3. We embrace a friendly working environment and respect each other. We encourage each one of our group members to voice their opinions.

## **Collaboration**

1. The coding work of our project is generally broken down into four parts:
  - a. Data processing.
  - b. Traversal design.
  - c. Shortest Path finding.
  - d. Landmark path or Graphical output.

And generally we expect each member to finish a part. The data processing part is due to change according to the need of later parts.

2. Paperwork and presentation are done by collaboration. We hope everyone makes their contributions and expresses their ideas on these subjects.
3. Unexpected work is distributed to members with the lowest workload in the group after a discussion of all members and reaching a general consensus.
4. The time commitment is expected to be 4 to 5 hours per week and varies according to the progress of the project.
5. A conflict is unlikely to arise. However, we plan to exhaustively discuss any unsolved conflict in weekly meetings (through virtual weekly stand-up meetings). We will maintain the respect mentioned in previous parts.
6. We expect everyone to finish their work before it's too late (All the due dates will be discussed and updated during weekly meetings to accompany unforeseen situations.) A general rule is not to keep everyone else waiting too long.
7. In case any one failed to complete a part. We understand it can happen, and we monitor each member's progress weekly to prevent this situation. We want to know the reason and collaborate to address this situation. However, constant failures and refusal to work can be discussed in weekly meetings and reported to the group director.

SIGNS OF GROUP MEMBERS: Ming Wang, Bohan Liu, Grace Chang, Jiale Ning