

## **CS 225 Team Contract**

### **Communication:**

Our team will meet twice per week for 2 hours each session. We will be using Discord to communicate together. We won't have anyone taking notes. All of my teammates can contact me by texting me if they need my help or opinion on a task. Furthermore, Snapchat is also an option to communicate. We should respond within 2 hours unless we have exams, work, or other obligations to take care of. To make sure there is respect for each team member, we will let everyone share their ideas without interrupting them or bashing the ideas. Instead, we will encourage each other and provide constructive feedback about a member's ideas. Every person will have an opportunity to contribute their ideas for the project when discussing. We will have a system where each member has a turn sharing their idea, and we will have discussion after they present their idea.

### **Collaboration:**

We will assign workload depending on each person's strengths, interests, and experience. We will address unexpected complications or unforeseen work by asking members to volunteer if they are interested or assigning the work based on a person's strengths. Each group member is expected to commit 4-5 hours per week on the final project work. Members should make time around their prior time commitments, such as exams, work, or lecture times, etc... When there are time conflicts, we will reschedule meetings on Discord or catch a team member up on a meeting's content. When there is a disagreement between team members, we can take a vote or talk to our mentor to get his input on the situation. When one member has not accomplished their task, the other members will talk to them and ask them why they have not finished their tasks. Then we will ask them to make time later in the week to catch up and finish their prior tasks. When a member is habitually late, we can try to move the meeting to a different time if there is a timing conflict, and we can ask the member to make sure the meeting is their schedule to avoid lateness. We can also have other team members remind the member about the meeting an hour before.

### **Signatures:**

Muhil Arumugam - muhila2

Aidan Sochowski - aidants2

Chandrachur Kesana - ckesan2

Sarish Deotale - sarishd2