Team Members
Niharika Chintalapati (nchint4)
Jonathan Kang (jk36)
Patrick McNutt (pmcnutt2)
Manny Martinez (mmart330)

Communication

1. **Team Meetings**

   As a team, we plan to meet twice a week. During our first meeting, which will be every Monday at 3PM CST, we plan to check-in with each team member on their progress towards the final submission, discuss and divide the tasks/goals for that specific week, and take care of any other logistical tasks, such as scheduling additional group meetings, coming up with a plan-of-action for specific tasks, etc. During our second meeting, which will be every Friday at 3PM CST, we plan to check-in with each team member on their progress towards the final submission, go through and review how successfully we completed the tasks we intended to accomplish for that week, redistribute workload for the weekend, and take care of any other logistical tasks, such as completing the weekly entry in the Development document, making final commits of the latest code and documents for that specific week to the team's Git repository, etc. We expect each team meeting to last around 1.5-2.5 hours. Our team meetings will take place on the voice channel of our team's final project Discord server. We do not expect to have someone formally be taking notes during the meeting; however, we will make sure that, at the end of the meeting, someone sends out a message to the team Discord, summarizing key points from the meeting.

2. **Assistance**

   To handle communication, we set up a final project Discord server for our team. If someone has any questions or concerns, they should message the team through this as soon as possible. As a team, we expect each other to say in the loop, and work together to respond and, hopefully, even be able to resolve any issues within a day. If a team member needs help completing a specific task, we will attempt to first work together as a team to find a resolution. If we aren't able to make any progress, then we will reach out to our mentor (Sayantani Basu). If we still have any remaining questions or concerns after this, then we will reach out to other course staff through the CS 225 Discord, office hours, or Piazza.

3. **Respect**

   To make sure all team members have an opportunity to express their thoughts, questions, or concerns, we plan to check-in with each team member during the beginning of every team meeting. During team meetings, all team members are expected to maintain common courtesy by not talking over someone or cutting someone off, making sure everyone has a chance to speak and is on the same page before moving forward,

acknowledging what others have said, etc. To make sure every member is actively engaged in the meeting, we will take turns to send out the meeting summary message at the end of the meeting.

Collaboration

1. **Work Distribution**

   Our team has divided the components of the final project into 3 main focus areas. Each team member chose a focus area based on their strengths and interests, and they'll mainly be responsible for completing tasks within that focus area, while also occasionally helping complete the other elements as necessary. If a team member finds that they aren't able to complete a specific task, they should communicate that to the rest of the team as soon as possible. As a team, we will then work together to help complete that task, or redistribute the workload and set new deadlines for ourselves.

   - Written Report and Final Presentation: Will mainly be completed as a team during team meetings, and minor final details will be completed by Niharika and Manny
   - Collecting and Loading the Data: Patrick and Johnathan
   - Running the Algorithms: Niharika and Manny

2. **Time Commitment**

   - Team Meetings: Approximately 5 hours per week // maybe under or over on some weeks based on individual progress, time it takes for us to complete any given portion of the written report, etc.

   - Individual Time Commitment: 5 - 10 hours per week // maybe under or over based on how easy any given task is, how much help is required to complete a task, etc.

   As a team, we went through each member's work load in other classes and other time commitments, and came up with the following timeline for ourselves to make sure we are always on track and finish as early as possible:

   - Before November 20th 2020: Finish Team Contract and Project Goals
   - Before November 25th 2020: Finish collecting and loading the data
   - Before November 28th 2020: Finish running the algorithms
   - Before December 2nd 2020: Finish Written Reports and Final Presentation
   - Before December 6th 2020: Finish making final changes from mid-project check-in meeting

3. **Conflict Resolution**

   We understand that this is a busy and difficult time for all of us, and are relying heavily on constant communication to make sure everyone is on the same page. If a team member has any last minute time or commitment conflicts, or other concerns, then it is their responsibility to communicate to the rest of the team as soon as possible. We will then work together as a team to come with a new plan-of-action by redistributing the work load, rescheduling meetings at different times etc.