

## Team Contract

### Communication

#### I. Team Meetings

- A. All team members are obligated to meet every Monday 9pm CST. We will meet for about an hour either through a discord voice channel or on Zoom. Each and one of us would take notes for ourselves.

#### II. Assistance

- A. All communications should be shared in the discord team channel. We are expecting responses as soon as someone sees the question or need for help

#### III. Respect

- A. We will make sure everyone gets the opportunity to speak by making sure that everyone is present at all meetings and making sure no one is talking over each other while we are sharing ideas.

### Collaboration

#### I. Work Distribution

- A. The workload would be assigned based on the skills and interest on the topic. Unforeseen work and unexpected complications would be distributed equally based on the number of topics. If a particular topic is not chosen by anyone, the person with the least amount of workload at the moment would receive the topic. If everyone has the same amount of workload, the c++ pseudo-random number generator would be used to choose the random team member to work on such a topic.

#### II. Time Commitment

- A. We are expected to work for more than 8 hours a week individually. All of us have classes that might require additional time from time to time and we would make sure to inform our teammates beforehand to resolute the conflicts.

#### III. Conflict Resolution

- A. When there is a disagreement, we could talk about our differences, and try to find some point in the middle where we all could come to terms with. Whenever someone has not completed their task, we will try to contact them and ask if they are still working on the task or if other commitments have gotten in the way. We will give them another chance to complete the task but if they continue to not respond to our communication requests or not complete the assignment, we will contact course staff.