

CS225 Fall 2020 Final Project Contract

Team Members:

- Panav Munshi - **pmunshi2**
- Rohan Batra - **rohanb4**
- Anuraag Agarwal - **anuraag3**
- Abhay Narayanan - **abhayn2**

Communication

Team Meetings: When and how often will your team meet? How long should each be meeting last? What software or tool will you use to host these meetings? Will someone take notes (record minutes)?

- Our team will be meeting every 2-3 days during the Thanksgiving break to catch up on individual sub-assignments and merge all our work together. Each meeting would last approximately 2-4 hours depending on teammate availability and the number of tasks remaining. We will use Zoom/Discord to host these meetings, and we usually text via our WhatsApp group. We will all be taking notes relevant to our assignments and have a look at the bigger picture of the project during our meetings. We will also organize meeting sessions in pairs or smaller groups when any given member needs specific help with his task.

Assistance: How will your teammates be able to contact you if they need your help or opinion on a task? How quickly should you be expected to respond?

- As mentioned above, we have our main WhatsApp group for all discussions related to the project. Any question addressed to everyone can therefore be directly asked in the group. For questions for a single entity, either phone-calling them or sending them a personal message on WhatsApp would be the best and the fastest way to reach out if one needs help or opinion on a task.
- The team has been quick to respond to questions raised by anyone and will continue to do so throughout the entirety of the project.

Respect: An effective team needs to have an environment which encourages open expression of ideas. How will you ensure that every member has an opportunity to speak and, more importantly, that every member will actively listen and engage with the thoughts of others?

- We completely agree that every member's ideas are very valuable and will always be considered. This will never be an issue for our group, as all our members are good friends in real life and have worked with each other before many times. We can identify each other's' strengths and weaknesses and are accepting of all our opinions.

Collaboration

Work Distribution: How will you assign workload for this project? How will you address unexpected complications or unforeseen work? You are encouraged to identify the strengths and desires of each team member when distributing work. You do not need to all work equally on a particular deliverable – it is the overall work that should be largely equal.

- As stated previously, we can recognize our own and our team members' strengths and weaknesses and will be assigning (a relatively equal number of) sub-tasks accordingly. We are prepared for conflicting opinions regarding the project between two or more members, in which case we will go with the decision of the majority, and every member will have to be respectful of this decision. Again, since we all are good friends, this should not really pose a big issue.

Time Commitment: How many hours of work per week is expected of each group member? Are there prior time commitments that need to be accounted for? How will you address conflicts or commitments when they do occur?

- Rather than working with the idea of hours per week, we will probably move to a deadline-based model in order to make sure we have each of the components of our project ready in time for testing and further refinement.
- In order to account for any unforeseen time commitments, we will require every member to thoroughly describe their thought process in approaching the problem and will also require them to write descriptive comments for what they have coded out.

Conflict Resolution:

How will the team resolve situations where there is a disagreement between members? Situations where one or more members have not accomplished their tasks? Situations where one or more members are habitually late? You are encouraged to bring such issues to course staff, but only after first trying to resolve the issue yourself.

- As stated before, we are prepared for there being conflicting opinions within our group, and in cases like those, we would go with the decision of the majority, or whichever seems more sensible. Since we all have worked together before, we are used to this.

Name: Panav Munshi

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