

Alex Li

Praval Telagi

Kevin Zhao

## CS 225 Final Project Team Contract

### **Communication**

- Team Meeting: As a team, we will meet every Sunday and Friday for approximately 2.5 hours. We will discuss project goals for the upcoming week, delegate tasks, and establish deadlines. We will use Discord as our platform to host meetings and record any important remarks from the meeting.
- Assistance: Discord serves as the main form of communication to address any problems and for team members to express and discuss their opinions. All messages will be addressed within one hour during working hours.
- Respect: Having psychological safety is vital for a functional and productive team. As a team, we are committed to respecting every member's opinion. Anyone can share ideas about the project and every idea will be considered and discussed by the team.

### **Collaboration:**

- Work Distribution: We will distribute the overall workload to each member as evenly as possible. The most important consideration for task delegation is to utilize each member's strength. Although each member may have a busy schedule and unforeseen circumstances may arise, our team protocol is that a member should inform the team as early as possible if he

encounters complications that compromises his ability to complete the given task. We are also willing to help other member's complete their task. We will also be using pair-programming. The rest of the team will discuss and redelegate work accordingly to meet deadlines.

- Time commitment: Every member works at a different pace, so it is unreasonable to numerically quantify the expected time commitment. We are hoping to meet a minimum goal of 5 hours per week. However, we expect each member to attend weekly meetings and complete their tasks to a satisfactory level. Any conflict of commitment that arises will be discussed with the team via Discord to determine a solution.

- Conflict Resolution: Since our deadlines are set on a weekly basis, we expect every member to have enough time to complete his work. Late work will not be tolerated unless special circumstances arise. Disagreements will be resolved through a discussion, either at the weekly meeting, or an additional meeting during the week. If any member notices that another member is not completing his task or demonstrating a lack of effort, it should be brought up immediately in a team meeting. If no behavioral changes occur after the meeting, a member should inform the course staff.

**Signature:**

Name: \_\_\_\_Praval Telagi\_\_\_\_ Date: \_\_\_\_11/15/20\_\_\_\_

Name: \_\_Alexander Li\_\_\_\_ Date: \_\_\_\_11/15/2020\_\_\_\_

Name: \_\_Kevin Zhao\_\_\_\_ Date: \_\_11/15/2020\_\_\_\_