

# Team Contract

## Communication

1. Team Meetings:
  - a. The entire team will meet weekly on Tuesdays from 5pm - 6pm.
    - i. Pairs will meet for an additional hour/two hours for an informal work session.
  - b. Each meeting should last roughly an hour.
  - c. Meetings will be conducted through Zoom.
  - d. Collaborative document for each group member to take notes on.
2. Assistance:
  - a. Group members will be able to contact each other via text message if help is needed on a certain task.
  - b. Group members should respond to text messages within 24 hours.
3. Respect:
  - a. Our team meetings will be an open forum where the input and ideas of each team member will be listened to, discussed, and accounted for.
  - b. During each meeting, members should discuss their work from the previous week, allowing each member to share their thoughts.

## Collaboration

1. Work Distribution:
  - a. Our first step is to load the dataset into a Graph data structure, which we will design as a group.
  - b. We can split into pairs to work on the BFS algorithm and the shortest path algorithms (Dijkstra's and landmark path). The weekly team meetings will be used to evaluate the progress on each algorithm and determine if workloads should be rebalanced.
    - i. Each pair can work independently on a separate branch on Github.
2. Time Commitment:
  - a. Each group member will be expected to reserve about 3-4 hours per week for the final project. We will schedule around classes and extracurricular activities and reschedule if there are any conflicts.
3. Conflict Resolution:
  - a. In situations where team members disagree, an informal Zoom meeting can be held to resolve conflict.
  - b. Weekly meetings will serve as a "check-up" for members to ensure they are keeping up with their work. In situations where one or more team members have not accomplished their tasks, other members will mediate the situation during the weekly meeting to get them back on track.

- c. In situations where one or more members are habitually late, one or two teammates should work with them individually before each due date to ensure that work is completed in a timely manner.