Communication

Team Meetings

We plan to meet at least once a week, with our current schedule being Tuesdays at 2pm. Each meeting will last around 30-45 minutes. These will be group calls using either Discord or Zoom (depending on group members' preference). For each meeting, there will be a person assigned to record important information, who will also send the information to others in the group after the meeting (this person changes/rotates each meeting). During the meeting, we will discuss the progress each group member has achieved so far (and how well the completed progress aligns with the project goals, as a form of group feedback), as well as our tasks/goals for next week.

Assistance

Outside of classes and spoken communication in meetings, we will maintain a social media group chat and ask questions there; we will try to keep these questions specific and concise so that other group members will not feel overwhelmed/confused and will understand the exact problem before proposing a solution. At least one group member should make an attempt to respond to the question within the same day, and the original poster should clearly mention if the question has already been solved so that other members do not need to continue looking for solutions. The person offering help should post links to any relevant articles/research (if references were used) which can provide more assistance to the group throughout the project.

Respect

 Each group member should be open-minded about ideas for the project, so a person should be able to state an agreement/disagreement with a certain idea without interruption (and should briefly explain the reasoning behind agreeing/disagreeing to prevent unnecessary conflict). After providing ideas, a group member should allow others time to react to the idea or offer other ideas before speaking again. Group members should use appropriate language and technical reasoning when presenting ideas, and are encouraged to connect new ideas with previous ones to demonstrate proper understanding of them to make a logical decision.

Collaboration

Work Distribution:

Work is to be distributed equally following approval of topic and timeline. If unexpected work or complications are to arise we are to decide as a group what would be the best way to distribute the work among each other depending on when we want to get said work finished by and who is available to work on the unforeseen work. Depending on students' schedules, they may not be able to work on the work for one week, but can put in more work into the next week if necessary.

Time Commitment

 Each group member should plan to put in at least 1-2 hours per week on this project, with focus on meeting the week's intended goal noted in the proposal. To ensure this is followed equally, each group member should make at least one commit (useful change to code) on Github each week. Existing/prior commitments may include the MP from this class as well as CS projects from other classes, like CS 222. To account for this, we should plan to work more on the projects on days well before an MP deadline.

Conflict Resolution
 If there is a disagreement on certain ideas, group members should note down the possible significance/outcomes of each idea as well as the differences/compromises between them, and then identify which details better connect to the project goal before making a decision. If a group member has not accomplished an assigned task, the member should briefly explain the reasoning for not completing a task (e.g. a certain tool wasn't working) and should consider working slightly more on this project the following week. If the issue is not resolved within 2 days, group members should contact either staff on discord or cs225admin email. Any major events that may interfere with weekly goals (such as medical or planned events) should be discussed with the group as soon as possible (if possible, more than one week in advance) so that goals can be structured around them.

Signatures
Rohith Sanjay (rohiths2)
Michael Garbus (mgarbus2)
Calvin Deering (deering3)
Justin Bai (justinb8)