

## CS 225 Team Contract

### **COMMUNICATION**

1. Team Meetings: The team will meet once or twice a week, we will meet in person and bring the device that we are using to work on the project. We will take minor notes, mostly just an overview of the points covered in the meeting.
2. Assistance: Teammates will all have each other's contact info (email, phone number, social media). And should use the phone number to text or call to contact one another. Individuals should be expected to respond within 1-2 hours if they do not have any other conflicting events.
3. Respect: At the start of meetings, everyone is to give their opinion and comment on a matter, and it will continue to follow this structure throughout every major point. Each person will be able to say what they want, and others are required to respond with their opinion and comment on ideas so as to make everyone feel included and heard in the group.

### **COLLABORATION**

4. Work Distribution: The workload will be split evenly between the members, strengths of the members will be taken into account during the assignment of tasks. Individuals are also going to be assigned to work in teams so that individuals have the help and guidance of one another throughout the process. We will make a priority list of the tasks at hand, and this will be used in the case of unforeseen conflicts and work. The higher up the task on the list, the more human resources will be allocated to it to help finish the task.
5. Time Commitment: The individuals should spend 5-10 hours per week on the final project. There are time commitments of all the students, and should conflicts arise, those available will be expected to pick up the slack if they can do so.
6. Conflict Resolution: Situations, where members are not pulling their weight, will be addressed first by asking the member if they have any conflicts that are causing this lack of work to occur. If there is a commitment, or the member simply cannot handle their workload, work will be distributed in a way to lessen the load on the particular member. If they continue to not pull their weight, and continually show a lack of interest and effort in the project, then the course staff will be contacted on a majority vote from the other members.

### **SIGNATURES**

Siddhant A. Wanjara

Saketh R. Boyapally

Shray Srivastava

Varun M. Sivasubramanian