CS 225 Final Project Team Contract

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1 Communication

1.1 Team Meetings

We will meet on **Mondays, Wednesdays, and Fridays at 7-8 PM**. We will be using Discord to host our meetings and ClickUp to view tasks that team members need to complete. We will all write a meeting summary after our meeting to document progress and compile any questions that we need help with.

1.2 Assistance

We have created a final project group chat in which we are very active in if anyone needs clarifications. Additionally, we all have each other's contact, therefore, we are able to contact group members individually if need be. We have decided that teammates should be responding within **3 hours**.

1.3 Respect

To ensure that every member has a role and opportunity to speak, we will dedicate the first 20 minutes of our meeting as a stand-up meeting in which each person has a dedicated time to talk about their progress and ask any questions.

2 Collaboration

2.1 Work Distribution

We will plan out the project's needs as a team by considering each individual's preferences, and plan stories on ClickUp to ensure that there is a clear organization of tasks divided amongst our team members. Additionally we will agree as a team whether these tasks are fair game for the week to ensure that nobody on the team is doing an abnormal amount of work.

2.2 Time Commitment

It is expected that each group member should commit 8-10 hours of work towards this project per week. The prior time commitments of classwork and outside commitments have been accounted for in discussing our meeting times and weekly time commitments. Each team member is expected to bring up any potential conflicts **at least 24 hours** before a meeting allowing time to reschedule our meeting. In the case of an emergency, we will be very flexible and look to make up our meeting at another time.

2.3 Conflict Resolution

When a disagreement arises, our team will first internally attempt to solve the disagreement by communicating the rules that we have laid out in our team contract, and if a problem persists we will conduct a vote, and if no solution is reached then the course staff will be contacted. If a certain individual is not meeting the expectations laid out, this member will be communicated with to see if problem can be remedied (i.e. different meeting times or change in work). If problem persists over time, course staff will be contacted to mediate for better workflow.

3 Signatures

1. I, *Saket Vissapragada*, agree to the terms laid out in this contract.

2. I, *Sruthi Kilari*, agree to the terms laid out in this contract.

3. I, *Siddhartha Adatrao*, agree to the terms laid out in this contract.

4. I, *Shreya Sharma*, agree to the terms laid out in this contract.