CS 225 Final Project Team Contract

Your team contract should be a 1-2 page document signed by each team member which formalizes your team's views on the following:

Communication
Determining how to communicate with your teammates as well as how often you should be communicating is key to a successful remote project.

1. **Team Meeting Schedule**
   - ➢ We will hold bi-weekly meetings on Tuesday and Saturday at 9 PM CST for between 1-2 hours.
   - ➢ We will work through Zoom:
     - ○ Meeting ID: 816 829 1486
     - ○ Password: 005344
     - ○ https://illinois.zoom.us/j/8168291486?pwd=VjQrMllnRjY4T2NwSlRmaENlRWdyQT09
   - ➢ Danielle will take notes and send out meeting notes after each meeting.

2. **Assistance**
   - ➢ We will contact each other through text messages in our group chat.
   - ➢ We will expect each other to respond within a couple hours (accounting for time zone differences).

3. **Respect**
   - ➢ We will make sure to ask every person for their opinion when working together.
   - ➢ We will keep each other accountable for engaging in meetings.
     - ○ If anyone is not participating, we will ask for their opinion or their thoughts to get them engaged again.
   - ➢ We will make sure to listen & respect one another's opinions.
     - ○ Even when we disagree, we will do so respectfully.

Collaboration
The final project tasks you with finding a fair distribution of labor where each student has some role in the development of each deliverable. However, the details of this distribution are up to you.

1. **Work Distribution**
   - ➢ For the code-base, we will all work together to complete the code. We will assign each of us a portion of the code and bring our individual work together during

group meetings. We will also use group meetings to review our git commits and merges, and assign deliverables for the subsequent meeting.

- ○ Sharon will be in charge of completing our README for the code-base.
- ➢ For our written report & final presentation, we will have one member be in charge of each section.
    - ○ Sharon will be in charge of Goals.
    - ○ Danielle will be in charge of Development.
    - ○ Nadine will be in charge of the Results final report.
    - ○ Brianna will be in charge of the final presentation video.

2. **Time Commitment**
- ➢ We expect each group member to commit about five hours of work per week excluding meeting times.
- ➢ Meeting attendance can be excused if one has conflicting commitments like exams. Absentees are expected to use the bi-weekly meeting notes to keep themselves updated with the project.
    - ○ Regardless, we are expected to find our own time to work on the project.
- ➢ If more than one person cannot make the meeting due to time conflicts, we will reschedule the meeting.

3. **Conflict Resolution**
- ➢ If a disagreement arises, we will schedule a meeting to discuss and resolve any pertinent issues.
- ➢ All members are expected to uphold the terms and conditions of the team contract and accomplish their assigned tasks to the best of their ability.
- ➢ We plan to confront any members of the team who consistently fail to do an equal share of the work. If this does not work, we will communicate with our mentor or other course staff.

Signatures: I affirm that I participated in generating this team contract and that I will abide by its contents to the best of my ability.

netID: bjzhang2 (digital)   **Signature:** *Brianna Zhang*   **Date:** 11/15/2020

netID: nadines3 (digital)   **Signature:** *Nadine Siddharta*   **Date:** 11/15/2020

netID: xtao8 (digital)   **Signature:** *Sharon Tao*   **Date:** 11/15/2020

netID: heo10 (digital)   **Signature:** *Danielle Heo*   **Date:** 11/15/2020