

Group Members:

Sohini Roy (sohinir2)

Angeline Prabakar (apraba3)

Shivangi Sharma (sharma68)

CS 225 Data Structures Final Project

Team Contract

Communication

1. Team Meetings

When and how often will your team meet? How long should each meeting last? What software or tool will you use to host these meetings? Will someone take notes (record minutes)?

Team meetings will occur 2 or 3 times on a weekly basis, with each meeting lasting between 1 to 2 hours, depending on what is going to be worked on at the time. We will conduct meetings through Zoom so we are able to screen share. We can record our sessions so we know exactly how long they lasted.

2. Assistance

How will your teammates be able to contact you if they need your help or opinion on a task? How quickly should you be expected to respond?

Teammates will communicate through text messages and zoom calls if they need help on a task. Contact information for the group members is listed below. Responses are expected within a day or two at most.

Sohini Roy - (217) 979-3709

Angeline Prabakar - (847) 525-3096

Shivangi Sharma - (510) 579-3982

3. Respect

An effective team needs to have an environment which encourages open expression of ideas. How will you ensure that every member has an opportunity to speak and, more importantly, that every member will actively listen and engage with the thoughts of others?

We will consult each other every step of the way on our progress and make sure each member is comfortable with what they are working on. If two or more people disagree on a specific action, we can talk about it to come up with a compromise. We will make sure that everyone does their part and everyone is listened to.

Collaboration

1. Work Distribution

How will you assign workload for this project? How will you address unexpected complications or unforeseen work? You are encouraged to identify the strengths and desires of each team member when distributing work. You do not need to all work equally on a particular deliverable – it is the overall work that should be largely equal.

Workload will be thoroughly discussed and all group members will brainstorm how the program will work including most big functions. All group members are responsible for discussing the code framework and algorithm process for this project. From there, we will assign an equal amount of workload to each group member depending on what they most want to work on or are most comfortable with.

Unexpected complications and unforeseen work will be communicated with the rest of the members so that we are all aware of the progress of the project. Depending on the severity of the errors/complications we will discuss how to proceed. If it is a large complication we will all hop on call to help fix the error or come up with another solution to the issue.

2. Time Commitment

How many hours of work per week is expected of each group member? Are there prior time commitments that need to be accounted for? How will you address conflicts or commitments when they do occur?

At every meeting, we will go over code/ideas that we have written ourselves earlier that week. Every week, at least 3 to 5 hours should be designated towards finishing the final project in a timely manner. We have taken into account that each group member has other classes and finals to worry about so keeping the workload to 3 to 5 hours should be manageable if we hold ourselves accountable.

3. Conflict Resolution

How will the team resolve situations where there is a disagreement between members? Situations where one or more members have not accomplished their tasks? Situations where one or more members are habitually late? You are encouraged to bring such issues to course staff, but only after first trying to resolve the issue yourself.

If a team member is unable to meet their expected workload, the others will sit down and talk to them about it- if they are unable to do the task because they are not confident in it, the other two can help out and walk them through it. If it is an issue of time commitment to the project, they will be expected to pick up the pace after a brief intervention. No harsh conflicts will take place and everything will be resolved in a civil manner.