

CS 225 Final Project Team Contract

Project members: lucianat, violaz2, vmanne3, suded2

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)?

- We will meet three times a week (Tuesdays, Thursdays, Saturdays at 5pm CST) and we plan on each meeting lasting roughly an hour.
- We will use Zoom to host these meetings.
- If a team member is unable to make a certain meeting, they must notify the rest of the team one day in advance. The absent team member should take some time after the meeting to go through the meeting minutes.
- Everyone will add notes and record minutes to this shared document:
<https://docs.google.com/document/d/1wJ1SH-sONv6puE-qYnbqZkQG8sGYEVRoXJfSi85nog/edit?usp=sharing>

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?

- If a teammate requires help or opinion on a task, they can contact the rest of the team through the group chat or email. Since we are in different time zones, each teammate should expect to get a response within 10 hours.
- Every member should be willing to provide assistance for their teammates if they are able to help.

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 ensure that every member has an opportunity to speak by having each member talk about what they have done since the previous meeting, what they will do, and if they have any concerns or questions and the very beginning of each meeting.
- We will also make sure to listen to everyone's thoughts and ideas and not disregard any of them.

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.

- We will create issues on github and assign them to members fairly. If any team member wants to work on a particular issue they can assign that issue to themselves.

- We will assign issues based on keeping the workload equal between all members, as well as strengths of each member.
- We plan on working very collaboratively and work on most issues together on Zoom, especially when there are unforeseen complications.

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?

- Each group member should expect to put in a minimum of three hours a week for collaborative work, and an extra one-two hours for individual work. Prior time commitments that need to be accounted for include our academic workloads, our outside activities, and our everyday schedules.
- If there are any time commitment conflicts, we can communicate with each other to reschedule a group meeting, or if a team member is unable to attend a meeting, we can fill the team member in on what she missed.

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 there is a disagreement between members, the team should resolve the disagreement on a Zoom call so that the members are able to comfortably talk through the disagreement. Everyone should stay calm and respectful.
- If one or more members have not accomplished their tasks without asking for assistance or providing a reason ahead of time, this will be brought up in the scheduled zoom call and a warning will be issued.
- A warning will also be issued if a team member is habitually late and unresponsive on the group chat or by email.
- If a team member gets three warnings, a decision will be made by the rest of the group to notify the course staff in order to resolve the issue.
- If an issue is not resolved through the group chat or a scheduled zoom call, we will bring the issue to course staff as a group.

I agree to the terms outlined in this document:

- Venyatha Manne (11/14/2020)
- Viola Zhao (11/14/2020)
- Luciana Toledo-Lopez (11/14/2020)
- Sude Demir (11/14/2020)