

Team Contract

Communication:

I. Team meetings:

- When: CST: 8:00am -11 am & 6:00 pm - 11:00 pm
- How often: 4 meetings/week, 4 hours/meeting
- Using Zoom, email, VS code Live Sharing
- We take turns to take notes for every meeting within every week. Four members divide four meetings equally in the week.

II. Assistance:

- We create a group chat on Wechat to ensure everyone in the group can keep in touch with each other. If someone encounters an issue or a bug, he can post the question in the group chat and the rest of the team will help him as soon as possible.
- The expected response time is about two hours and we will use zoom to share our code while debugging.

III. Respect:

- Before every decision is made, we will discuss together to get everyone's consent to make sure everyone is informed.
- We encourage everyone to put forward their own unique views on each step. Every member is guaranteed a speaking time when every other member is listening.

Collaboration

I. Work Distribution

- The workload should be largely equal. While for each work, it will not be distributed evenly because we will use the coder-observer model, which means when a group member is coding, another one must assist him by checking programmer error on Zoom screen share, providing helpful resources.
- The role of coder(s) will be carried by different members on different methods/algorithms of the project. When encountering unforeseen problems, the observer will seek help from our mentor and search for solutions on forums.

II. Time Commitment

- We expect at least 16 hours per week workload for each group member. Most of the workload is carried by the meeting.

III. Conflict Resolution

- When disagreements arise, different sides will try to persuade the other side. We will arrive at a conclusion peacefully.
- When a member keeps procrastinating, one's task will be heavier next time. Other members will supervise his work.

Signed by: *Xiuhao Ding, Zongxian Feng, Xinlong Dai, Siyi Yu*
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