

CS 225 Data Structures

Team Contract (Due **Wednesday, November 18th**)

Fall 2020, Brad Solomon and G Carl Evans (revised November 16, 2020)

Each member of the team should commit a copy of the team contract, with the filename including their netid. 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. Discuss with your team and draft a statement detailing the following:

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)?
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?
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?

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. Discuss with your team and draft a statement detailing the following:

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.
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?
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.