PROJECT TEAM CONTRACT

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Project Name	African Impact Challenge: Community & E-learning
Team Members	- Brandon Jaipersaud - Aaron Tan - Haolong Zhang - Tapas Rastogi - Jules Patrick Kemzang - Clement Tran - Ho Ki Yuen

Our Agreement

A. Communication

1. Primary method of communication will be through the Discord group server. Should a team member be unresponsive, they will be contacted via UofT email.
2. Discord response time: within 1 hour
3. Email response time: 24 hours

B. Meetings

Attendance and active participation is required for all meetings. If a team member is unable to join the meeting, they must inform the group in advance. Meeting times can change if the need arises.

1. Mandatory Daily Stand-ups – [**5pm**] for a maximum of 15 minutes
   The following will be discussed:
   - *What did you work on yesterday?*
   - *What will you work on today?*
   - *Anything blocking your progress?*
2. Mandatory End of Sprint Retrospective
3. Sprint planning meetings
4. Release planning meetings
5. Casual Meetings (as necessary)

C. Version Control
1. GitHub will be used for version control
2. The Git branching strategy, Git Flow, will be used
3. Code that is working and tested will be committed
4. Submit pull requests before merging into the develop and master branches
5. At least 2 people should review pull requests before code is merged
6. Commit messages will follow guidelines as specified on [Conventional Commits](#)

D. Division of Work
1. Work will be divided evenly amongst the team
2. User stories will be assigned to team-members based on their skills and ability
3. Ideally, at the end of each sprint, the sum of the story points for the user-stories that each team-member completes should be similar

E. Submissions
1. Prior to submission, all work will be reviewed by the team
2. Each sprint, the team will decide who will submit

F. Contingency Planning
1. Should a team member drop out of the course, their work will be split evenly amongst the rest of the group
2. If a team member is academically dishonest, the team member assume full responsibility for his actions

Date: May 24, 2021

Team Member Signatures
- *Brandon Jaipersaud*
- *Aaron Tan*
- *Haolong Zhang*
- *Tapas Rastogi*
- *Jules Patrick Kemzang*
- *Clement Tran*
- *Ho Ki Yuen*