

CSCC01

Team Name:
CampusConnect
Team Members:

Full Name	UtorID	Student ID	Email	Best way to Connect	Slack Username
Aarushi Doshi	doshiaa1	1009395815	aarushi.doshi@mail.utoronto.ca	Discord, phone, text	Aarushi Doshi
Arina Azmi	Azmiairin	1008148648	arina.azmi@mail.utoronto.ca	Discord, phone	Arina Azmi
Anusha Karkhanis	Karkha13	1007937146	anusha.karkhanis@mail.utoronto.ca	Discord, phone	Anusha Karkhanis
Qi Yan (Miri) Huang	huan3316	1009032841	miri.huang@mail.utoronto.ca	Discord, phone	Miri Huang
Michael Walker	walke407	1009130913	michaelrw.walker@mail.utoronto.ca	Discord, Phone, Slack	Michael Walker

Methods of Communication

Primary Communication Channels: Discord (phone if necessary)

Communication Response Times:

Meeting Attendance

Meeting Schedule:

Regular Meetings: 6-6:15 daily on slack Standup meetings

Additional Meetings: As needed and agreed upon by the team

Attendance Policy:

All regular meetings are mandatory unless prior notice is given.

Inform the team at least **24 hrs** in advance if you cannot attend a meeting.

Running Meetings

Meeting Details:

When: Wednesday 3-4 sprint meeting

Where: Slack

Format: Online

Responsibilities:

Meeting Leader: Rotates weekly/monthly among team members

Minute Taker: Rotates weekly/monthly among team members

Agenda: To be shared by the meeting leader at least 24 hours before the meeting

Meeting Preparation

Preparation Required:

Review the agenda before the meeting

Prepare any reports or updates as assigned

Read any relevant materials or documents prior to the meeting

Version Control

Commit Guidelines:

Ensure commit messages are clear and descriptive

Do not commit broken code unless tagged appropriately

Log Messages:

Include a brief description of changes

Reference any relevant issue numbers or tasks

Division of Work

Tasks will be divided based on skills and availability

The team will decide work allocation during meetings

Decisions on work division will be made by consensus or majority vote

Submitting Assignments

Submission Deadlines:

Late submissions will be discussed and handled on a case-by-case basis

Submission Process:

Micheal will compile and submit the assignment.

All team members must review the final submission before it is sent

Contingency Planning

Team Member Drops Out: We are not dropping out

Notify the instructor immediately

Reassign the dropped member's tasks among the remaining members

Consistent Absences:

Address the issue with the team member.

If unresolved, seek help from the instructor

Signatures:

Aarushi Doshi,

Miri Huang,

Michael Walker,

Arina Azmi,

Anusha Karkhanis

Date:

Thursday May 16th, 2024