

# Work Agreement

## **Methods of communication (email, phone, messenger, text, ...)**

- Zoom will be used for optional meetings.
- Discord will be used for mandatory stand-ups.
- Microsoft Teams will be used for messaging.

## **Communication response times (email, phone, messenger, text, ...)**

- Team members must respond within 2 hours to messages sent from 9am-10pm EST.
- Note: use contact information from team.md for primary communications.

## **Meeting attendance (when to meet, whether all meetings are mandatory, ...)**

- Optional meetings will be conducted as needed to handle any exceptional cases via Zoom.
- Mandatory stand-ups will be conducted on Mondays, Wednesdays and Fridays at 6PM EST on Discord (resulting in approximately 6 mandatory meetings per 2-week sprint).

## **Running meetings (when, where, face-to-face vs. online, who takes minutes, ...)**

- Mandatory stand-ups are to be done online on our Discord server (linked in team.md).
- Stand-ups will last a maximum of one hour, but generally less.

## **Meeting preparation (whether preparation is needed, what to prepare, ...)**

- What have you done since your last standup?
- What are you planning to finish before the next stand-up?
- Any impediments or stumbling blocks?
- Note: no preparation is needed for the above questions; however, you should be prepared to address these three questions during the stand-ups we will conduct.

## **Version control (what to/not to commit, content of log messages, ...)**

- We will be using the Git version control system utilizing GitHub.
- Commits should include exactly what the commit does (and why it was done if unclear)
- Commits should not include code that does not work (i.e., unfinished work)
- When completed a feature, submit a pull request to the development branch and another team member must review and merge it into the development branch (pair programming)

## **Division of work (how to divide work, who will decide who does what, ...)**

- At the beginning of each sprint, we look at the tasks scheduled. After team discussion + planning poker, we will assign tasks based on individual strengths/knowledge. Any remaining tasks that are not assigned will be distributed according to everyone's workload (i.e., the people with the easiest set of tasks).

## **Submitting assignments (when to submit, who will submit, who will review the submission, ...)**

- All features must be done 3 days prior to the sprint deadline to provide enough time to review the code, merge the code into the development branch, test the development branch and merge to main.

## **Contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, ...)**

- Resolve any minor issues within the team as soon as possible through Microsoft Teams or Zoom. Otherwise, visit instructors if we are unable to resolve any persisting conflicts within the team.