

CSCC01 TEAM CONTRACT

A] Communication

- Frequent communication regarding the project will take place through messenger.
- It is the responsibility of each team member to keep up with the discussions.
- If any team member requires help with their assigned work, he will reach out to the entire group without delay.
- It is the responsibility of each team member to keep an active check on group discussions.
- Typical response time should be within 2-3 hours and no later than 12 hours.

B] Meetings

- Meetings will take place at a time which suits the availability of a majority of the group members.
- All meetings are mandatory.
- In the event that a member is not able to attend a meeting, it is essential that he follows up with the team about the same.
- These team meetings will take place through discord. The time of the meeting will be decided at least a day in advance.
- All group members are required to talk about their progress in the work assigned to them.
- All group members are required to discuss the obstacles they are encountering with their assigned work as well as possible upcoming challenges.
- Agenda items for the next meeting will be discussed at the end of each meeting.
- Meetings will take place twice a week.
- Daily stand up meetings will take place in addition to these meetings. These meetings are also mandatory.

C] Procedure

- All team members agree to use git as version control
- All group members agree to following proper procedures while interacting and modifying the repo. Some of these procedures include:
 - Creating branches for each new feature to be added and bug to be fixed.
 - Merges will occur only through pull requests once another member in the team approves it after performing a code review.

- Squash git messages when necessary to prevent dirtying the commit history.
- The work will be divided relatively equally amongst the group members. Work will be assigned to each team member during team meetings.
- Division of work will be based on how comfortable a member is working at a particular task and their experience with the same. Group members are encouraged to take on tasks which challenge them.
- Work will be divided and assigned by the team as a whole. All group members must be in agreement with the work assigned to them.
- All members must create a pull request for any merges to master which must be approved by another member of the team after a code review involving testing the features added.
- Since the group is using git, submissions will come from all members. Hence it is essential that before the end of each phase, each member ensures the app is working as intended on their ends along with performing a final code review.

D] Contingency planning

- All group members will abide by the Academic Integrity policy as provided by UofT.
- If a team member consistently misses meetings without any legitimate reason, he will be reported to the course instructor.
- If any member forecasts that they will not be able to finish the designated work within the allocated time frame, he will reach out to others in the team for help without any delay.

We accept these guidelines and intend to fulfill them (sign below):



- Anirudha Kanodia



- Yousuf Madi



- Danny Samara



- Kenneth Daniel

Mohamed

- Mohamed Moussa

Justin

- Justin Mach

Ali

- Ali Al-Rawaf