

Team Expectations Agreement^[1]

404:Not Found Agreement

Methods of communication

- Discord Server: general-chat + screen-sharing + video conferencing + communication channels
- Google Doc: planning + documentation

Communication response:

- 12-hour response time if urgent, 24 hours otherwise. Urgency will be signaled by an all caps "URGENT" attached to the message.

Meeting attendance

- 10pm mon, wed, fri
- Mandatory. If any team member cannot make it, try to let the team know a day in advance

Running meetings

- Timing will be through a timeslot unless finishing early. A weekly reviewer will also be assigned during each meeting to record meeting time and take meeting notes

Meeting preparation

- Meeting Agenda, made throughout the prior week, to discuss issues, tasks, procedures, etc.

Version control

- Version control will be using Git, and is integrated with the Github classroom. Will be using gitflow.

Division of work

- Equal parts. Division of work discussed and assigned in weekly meetings
- submitting assignments (when to submit, who will submit, who will review the submission, . . .)
- The goal is to have all main work done 2 days before the deadline. Reviews and finishing touches can then be done on the final day, 12 hours before the deadline. Any non-code documents will be reviewed by that week's assigned reviewer (reviewer will be appointed each week during mandatory meeting)

Contingency Planning

- If a team member drops out or is academically dishonest, we will immediately contact the prof/our TA for next steps
- For everything else, we will contact the member and give them 48 hours to address any issues that they might be facing to get back on track. This person should either be tagged in the group chat or be personally messaged to ensure they see the message.

Effective as of: 19/09/2022

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

Signature	Date
PRITISH PANDA	19/09/2022
TONY XIA	19/09/2022
RAYMOND WENG	19/09/2022
ALTON LIU	19/09/2022
RAISA HAQUE	19/09/2022
BILLY ZHOU	19/09/2022
RAKSHIT PATEL	20/09/2022