Team Expectation Agreement
CSCC01 - Introduction to Software Engineering

Team Name: Safe Haven

We, the team members, hereby establish the following guidelines and expectations to ensure effective collaboration and communication during the course of this project. We understand that clear expectations are crucial for the success of our team, and we commit to upholding these guidelines:

1. Methods of Communication:

- We will use instagram and discord as a point of contact for general discussion, information and meeting arrangements.
- We will use email for more official project communications.

2. Communication Response Time:

- We agree to respond to project-related emails within 24 - 48 hours.
- For general discussion such as instagram and discord, a response is expected within 8 hours.

3. Regular Meetings:

- We will hold weekly team meetings during the tutorial, which should be mandatory unless indicated in advance.
- Additional meetings may be scheduled as needed, and attendance will be communicated in advance.

4. Running Meetings:

- Meetings will be conducted either in person and online via Zoom or Discord, the medium will be communicated in advance.
- Meetings will take between 10 - 60 minutes, in addition each team member responsible for part of the project or task will have the opportunity to present their portion of their contribution.

5. Meetings Preparations:

- All team members are expected to come to meetings prepared, having reviewed relevant materials in advance.

6. Division of Work:

- We will assign tasks and responsibilities based on individual strengths and interests.
- Decisions on task allocation will be made collectively, taking into account workload balance.

7. <u>Submitting Work:</u>

- All project-related work will be submitted on or before the agreed-upon deadline.
- Submission will be submitted through the latest version of main on Github or through the indicated medium provided by the TA or Professor.
- Work will be reviewed by another team member for quality assurance before submission.

8. <u>Contingency Plan:</u>

- If a team member is unable to continue participating in the project, we will promptly inform the team and seek assistance from the TA.
- If a team member is consistently unable to meet their commitments or is academically dishonest, the issue will be addressed through communication and, if necessary, reported to the TA.
- If there is a change in the meeting, every person in the group will be notified by:
  - Via email and direct message through instagram and/or discord will be sent by Alvin Cao..
- We agree that the following is the advance notice to cancel or reset the meeting:
  - 12 hours
- We agree that in order to change or cancel a meeting, we need agreement from:
  - All of team members
- If a team member:
  a. fails to attend the scheduled meeting(s);
  b. fails to complete work on time;
  c. fails to complete work in adequate manner and to quality standards set by the team;
  d. fails to contribute meaningfully to the thought process during the team meeting(s);
  e. behaves unprofessionally during meeting(s) or via written communication (i.e., does not pay attention, initiates conflict, etc.);
  f. fails to contribute the same level as everyone else in terms of effort, skills, cooperation, and results;

Any of the above listed items (a-f) will constitute Breach of Agreement. Unless excused by the rest of the group, or has a valid reason (e.g., Illness). It is up to the group members if they require proof for certain excuses.

CONSEQUENCES FOR BREACH OF AGREEMENT:

This section specifies procedures and penalties you wish to implement in the case of "slackers" or team member(s) who deviate from the Team Agreement.

Each of us agrees that if a team member is in breach of this team Agreement, we will take the following actions:
  a. Send the Written Warning(via email, etc.) to the individual outlining the complaint, providing evidence and supporting documents related to the problem, providing a time frame for the problem to be fully and completely remedied, and copy the TA & professor on the correspondence.

Each of us agrees that if there is failure on my part to meet my obligations to the team project, I will do the following:
  a. Respond in writing(via email, etc.) to the warning and provide a detailed plan and timeline on how I will remedy any and all problems related to my underperformance and/or lack of contribution to the team assignment(s). Copy the TA & professor on the correspondence.

Each of us understands that if the same or similar problem occurs one more time, or if the problem stated in the Written Warning is not fully rectified,
  a. The group must contact the professor if they intend to 'fire' or report a team member from the team (via email, etc.) that states the reason for firing.

If a team member is fired from the team, the student in question may have to complete the entire team-based project and any remaining team-based projects on their own (Consult the professor for more guidelines).

In appending your signatures below, you are stating that:
  a) You participated in formulating the standards, roles, and procedures of this Agreement;
  b) You have agreed to abide by these terms and conditions of this Agreement;
  c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall course grade (including a failing grade) in the event that you do not fulfill the terms of this Agreement.

Team Members:

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Alvin Cao

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Yong Le He

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Erin Lam

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Isaiah Huska

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Junyuan Deng

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Jenna Jiang

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Miko Reyes