

# CSCC01 Team Contract

## Methods of communication

For most situations, we will use Discord. Please keep discord unmuted and with notifications. For emergencies please use the phone numbers to call the respective person.

## Communication response times

We will communicate via the Discord text channels. It is expected to reply on Discord within 3 business hours.

## Meeting attendance

We will meet Sundays, Mondays, Wednesdays, Fridays at 6pm (roughly 30mins each)  
If you can't make the meeting or will be late please notify well in advance.

## Running meetings

Meet online via Discord. All members are to arrive at the meeting no later than 5 minutes after the start time. We will have a text channel in Discord for any important information and announcements agreed upon during the meeting.

## Meeting preparation

In preparation for the meetings, ensure your assigned work products are completed by the target date. If you're unable to meet the target date, be prepared to provide a new target date and reason you're unable to meet the target date.

Always be prepared to provide a status update on your work products. If there are any questions or topics that require team discussion, prepare these prior to the meeting so that these can be raised during the meeting.

## Version control

Use semantic commit messages.

Follow this flow for development: <https://guides.github.com/introduction/flow/>

A team member will have their code reviewed by at least two people. If they are working on top of someone else's code, they should have the creator as a reviewer preferably.

## Division of work

We will divide work evenly on a volunteer basis at the start of each sprint: that is, for each task (feature, document, etc), team members will choose the tasks that they want to work on. If there are conflicts pertaining to multiple people who want to work on the same task, we will first decide by team vote, choosing on the basis of prior experience. Otherwise, we'll choose randomly.

## Submitting assignments

We will plan on having our repository completed for submission 2 days before.

Jan (version control master) shall ensure that the master github branch is ready and correct for submission.

## Contingency planning

If a team member drops out, their assigned work products will be distributed evenly amongst the remaining members.

If a team member consistently misses a meeting or there are multiple instances where the team member is unable to deliver/complete their assigned work products, the team will discuss whether the team member will remain on the team.

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

Jan Miguel Marchan (Signed 21/09/18):



Jiale Shang (Signed 21/09/18):



A handwritten signature in black ink, appearing to read 'Anika Sultana' with a stylized, cursive script.

Anika Sultana (Signed 21/09/18)

A handwritten signature in black ink, appearing to read 'Kourosh Jaber' with a stylized, cursive script.

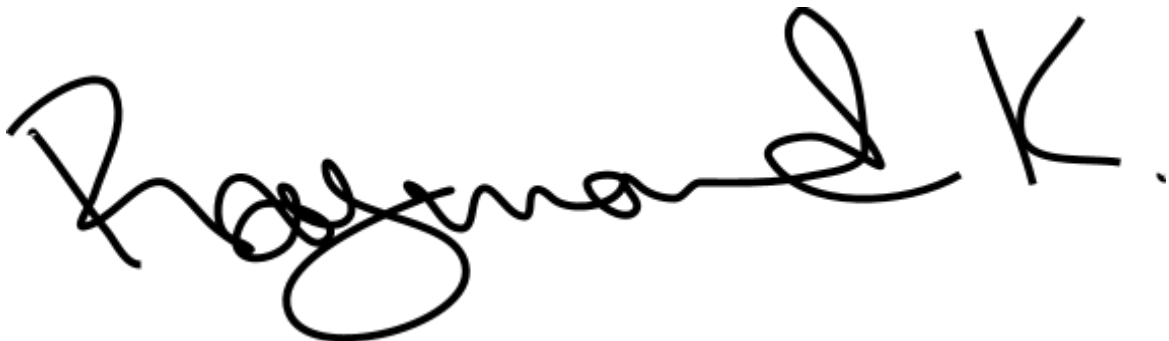
Kourosh Jaber (Signed 21/09/18)

A handwritten signature in black ink, appearing to read 'Mohammad K. Rahman' with a stylized, cursive script, set against a yellow background.

Mohammad Rahman (Signed 21/09/19)

A handwritten signature in black ink, appearing to read 'Christina Ma' with a stylized, cursive script.

Christina Ma (Signed 21/09/19)

A handwritten signature in black ink, appearing to read 'Raymond Kiguru' with a stylized, cursive script.

Raymond Kiguru (Signed 21/09/19)

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