Team Expectations Agreement and Contract

When working in a team, problems occasionally arise. One source of problems is the differing expectations of team members. For example, one person may think that an email response should come within 2 hours, while another may think that 2 days is acceptable.
In this tutorial, your team will work on establishing team expectations. In the space below, write down the list of agreed-upon guidelines that your team intends to follow. Include guidelines for the following:

- ☑ *methods of communication WRL(email, phone, messenger, text, . . .)*
- ☑ *communication response times (email, phone, messenger, text, . . .)*
- ☑ *meeting attendance (when to meet, whether all meetings are mandatory, . . .)*
- ☑ *running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)*
- ☑ *meeting preparation (whether the preparation is needed, what to prepare, . . .)*
- ☑ *version control (what to/not to commit, the content of log messages, . . .)*
- ☑ *division of work (how to divide work, who will decide who does what, . . .)*
- ☑ *submitting assignments (when to submit, who will submit, who will review the submission, . . .)*
- ☑ *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, . . .) We suggest that in these cases, a team promptly seeks help from the instructor. It is important not to let such situations escalate.*

The list above is just meant to get you started. If you had any team problems in the past, think about what went wrong and how expectations can be set to prevent those types of problems.

The main method of communication:

- Main: Discord
- Getting attention: Text (Imessage)

Communication response times:

Depending on the deadlines for the course a shorter response time ought to be enforced but generally, a response time between 10-60 minutes is acceptable unless extraneous circumstances.

Meeting Attendance:
Not all meetings will be mandatory with the exception of the sprint demos presentations or meetings that are about components that are due soon. Nonetheless, it is encouraged to attend every time. In the absence of some members in a team meeting, the ones that attended ought to disclose what was achieved in the meeting to the absentees so that they can keep up with the pace. All discussions will take place over discord w/ corresponding channel names base on

the meeting so it would be a wise choice to look over those text channels before asking questions to members.

Running Meetings:
Generally conducted through Discord either in our own server or the course's official one which won't require the cameras to turn on. Zoom and meeting in person to discuss the project might be done depending on the circumstances (i.e Discord is down, the internet is down, etc).
The meetings will occur at the start, midpoint and end of every sprint at the group's consensus.

Meeting Preparation:

Everyone should be familiar with the required tasks for the current/upcoming sprint and what each person is required to do. Also, every attendee ought to have an idea of what the meeting is going to be about and what the goal of it is.

Version Control:

- Using pull request conventions, <type>: [ticket] desc, more details in repo readme
    - Ex: feat: [SD-123]
    - WIP PRs should be marked as [WIP]
    - Types: refactor, docs, fix, chore, feat, ci
- Branch convention should be (ticket-number)/(2-4 word desc Sep by _)
- Do not commit to main, everything should be reviewed as a pr on a sep. branch
- Pull requests should be tied to a fix/story
- PRs should follow the created template
- Commits should follow the format
    - Ex: fix: removing duplicate info issue, chore: changing board colour

Division of Work:

Everyone will have a say on their division of work but everyone has to come to an agreement about it for their own designated division of work to be recognized. Also, depending on the circumstances team members might want to readjust their division of work and will be able to do so long everyone else gives their consent.

Stack:
      Frontend: Vue, Bootstrap, Primevue
      Backend: NestJs, Prisma (if we decide to use a ORM)
      Cloud: Azure (or potentially firebase)

Setting up the database hosting:
- Mohamed
- David

Setting up Development Environment:

- Mohamed
- Ahmed

Backend:
- David
- Mohamed

Frontend:
- Christian
- Ahmed
- Armand

Building schema (Models) of the database:
- Mohamed
- Ahmed
- David
- Christian
- Armand

Submitting assignments:

All assignments ought to be submitted at least one day prior to the deadline in order to avoid any unforeseeable events that may delay the submission. The person responsible for submitting the sprint will be whoever finishes their work last whereas the person that will review the submission is changed every week. These two positions might be done by a single team member depending on the circumstances.

Contingency planning:

- In case one of the team members drops the course we will immediately contact the professor/TA of the course to explain the circumstances, maybe come to an agreement in order to cut some of the features of the project or lower the quality of some features in order to make the project more feasible with fewer people than intended.
- If a member of the team constantly avoids contact with the rest of the team and/or commits academic dishonesty, it will be immediately reported to the professor/TA of the course in order to seek guidance regarding how to proceed in this unfortunate event.

We accept these guidelines and intend to fulfill them (sign below):
- David Petrov
- Armand Sarkezians
- Ahmed Halat
- Mohamed Halat
- Christian Chen

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.