

Methods of communication

Main method of communication will be the team's "CSCC01" Discord server. If necessary, team members can also be reached through the emails and phone numbers provided on *team.md*, although this should be restricted to urgent matters only.

Communication response times

Expected response time for Discord messages is 2 days or less, while email/phone communication is to be restricted to 5 hours or less.

Meeting (attendance, running times & preparation)

Attendance:

Meetings will be held on the Discord server's main voice channel, at a time unanimously decided by group members (such that it integrates seamlessly with all team members' schedules).

It is expected that if a team member is unable to attend a meeting for any given reason, that they promptly inform other team members beforehand, preferably 2 hours or more before the meeting (unless under extenuating circumstances). The remaining team members should inform the missing individual of any updates at their earliest convenience.

Running times/Preparation:

Our given Jira board should be updated prior to each meeting, to give an idea where other team members are at regarding their given user stories progress.

We will follow a rotation system for meetings, where each team member will outline what they're working on and any given issues or blockers in their progress. This should take no more than 5-7 minutes. Afterwards, we will discuss how to overcome any issues as a group.

Version control

The team will adhere to gitflow as taught in class and as seen in Atlassian's documentation.

This will result in having a *main* branch and a *development* branch, where additional branches will be spawned from the latter and team members will be responsible for making pull requests to merge with development.

Division of work

Division of work will be discussed in our meetings. It is expected that team members will take on as much work as possible, or will take on the tasks that they expect to be the most proficient at, while keeping in mind the mark rubric(s) for the project.

Submitting assignments

At least 2 other team members should revise any given pull request for coding style, documentation, functionality, and any other relevant properties.

User stories on Jira shall be mainly modified by the person working on said story, but modification is open to everyone in case of emergencies.

Contingency planning

Should a member be unavailable to complete their work, they should notify the team members so that work can be redistributed.

Responsibility for academic dishonesty lays exclusively on the team member(s) that committed it.

Leave full name below to sign contract

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