

CSCC01 Project Team Expectation Agreement

The following will be the expectations for each group member through the collective agreement of what has been discussed.

Method of communication: Slack for managing everyday conversations and Skype for group calls.

Response time for email, messaging, or phone calls will be 24 hours.

Meetings will be based on weekly doodle polls and finding the best time to fit everyone. There will be at least one face-to-face meeting in an agreed location per week. Everyone in the group will take turns taking minutes in the face-to-face meetings. If there is no agreed upon time, face-to-face meetings will be changed to voiced calls through Skype.

Meeting outlines should be created in the previous meetings. If there are preparations required for the following meetings, it should be done prior to the meeting.

Both Brian and Howard will be the organizers for work done by team and delegate to team members under consensus and understanding of rest of the team.

Submitting when work is done with adequate comments on what has been changed by the user. Work should always be reviewed by one or more teammate.

Contingency plan – If expected to leave the course, member should notice team members at least one week or ASAP from deliverable date in order to split left-over work for all members equally. If one is sick, it should be dealt the same way.

Missing planned meetings means at least 1-day notice (with exception of family emergencies). There should be a tolerance of 3 missed meetings (disregarding family emergencies). Members should also be responsible to ask fellow members to fill in what has been missed in the missed meeting.


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

 Jonathan Tsai

 Pao-Hsien ALU12

 Howard Evans

 Gavin Chung

 Brian Chen