Group 1 Team Agreement
Code as One, Create Miracles Together

Group 1

February 21, 2025

Introduction

This team agreement intends to establish clear and standardized expectations for the development and collaboration process within the team for the sustainable development software project. This agreement covers the roles, responsibilities, communication protocols, decision-making processes, and consequences for failure to adhere to team guidelines. The goal is to ensure efficient collaboration, timely progress, and a successful project outcome while focusing on the principles of sustainability and ecological responsibility. **Our motto:** "Fix bugs before they sleep, meet requirements before the week ends, and keep the coffee warm!"

Team Members

Team member name	UCD student number
Bohan Zhang	22207251
Le Liu	22207256
Yunhan Gao	22207250
Ziheng Wang	22207280
Sicheng Yi	22207275

Communication

All team members should follow the communication rules and frequencies:

- **Primary Channels**: Team communication will be conducted through WeChat, Tencent Meeting, Lark and weekly face-to-face meetings.

- **Response Time**: All team members are expected to check and respond to emails and messages within 12 hours.

- **Meeting Attendance**: Weekly team meetings will be held on Tuesday afternoons. If a member cannot attend, he must notify all team members at least 12 hours in advance. Failure to communicate an absence will result in a punishment (see "Consequences").

- **Daily Scrum**: The Daily Scrum will be held at any time. Team members are not required to attend, but those who do not attend must submit a very brief daily report summarizing their work for the day. Anyone can call for a Daily Scrum.

- **Status Updates**: All team members are responsible for providing regular updates on their progress through the project management tool, ensuring transparency and accountability in task completion.

- **Tea Break Time**: Daily free communication time from 19:00 to 21:00 for casual discussions and fun.

Decision Making

All decisions will be made by consensus. If consensus cannot be reached, a vote will be used to finalize the decision. Each team member is encouraged to voice their opinions and concerns. Different opinions will be addressed respectfully. Once a decision is made, it is expected that all team members support it and take necessary actions. Interfere with the project's progress without communication will be punished(see "Consequences").

Responsibility

Team use OKR (Objectives and key results) to set up goals for each group member and to assess character completion. It is the responsibility of each team member to fill out their own OKRs and make sure that their OKRs are in line with the team's target values. Specfic tasks will be assigned with clear deadlines in Lark Application. Each team member is expected to complete their tasks before the deadline. If unexpected issue arise, team members should immediately communicate with the team for adjustments or support. Each team member is responsible for achieving efficient program operation by optimizing code structure, reducing resource usage, and improving algorithm efficiency.

Group Progress

The team will create a timeline outlining key milestones(Using Gantt-chart), including the completion of phases like design, development, testing, and client feedback. The team will regularly assess its progress against the timeline and adjust as necessary.

Code Review

All code needs to be reviewed before submitting, and our team uses GitHub as our primary code management tool. This ensures that the code meets quality standards, is maintainable, and aligns with the project's architecture. Code changes are submitted via pull requests, allowing team members to review, provide feedback, and suggest improvements. We have established review guidelines to catch common issues early. Frequent low-quality code can lead to team members questioning their workload and reducing their contribution, as it increases technical debt, decreases morale, and causes project delays.

Consequences for Non-Compliance

The team follows a **reminder system** for handling non-compliance with the team agreement:

1. **Missed Meetings**: Failure to attend a meeting without notifying the team in advance (at least 24 hours prior) or without a legitimate conflict will result in a reminder.

2. **Non-compliance with Agreement**: Failure to follow the guidelines outlined in this agreement (e.g., missed deadlines, substandard work, lack of collaboration, etc.) will result in a reminder.

3. **Low Commitment**: Consistently low commitment to the project (e.g., lack of participation, poor-quality work, failure to meet deadlines) will result in a reminder.

Strike System

- **First Reminder**: A verbal or written reminder will be given, and the member will be asked to increase their engagement and quality of work.

- **Three Reminders**: After three reminders, the team member must attend a meeting where they will be required to explain their behavior and outline an improvement plan. Failure to demonstrate commitment to the team's goals after the meeting may result in further consequences.

- **Five Reminders**: After five reminders, the issue will be escalated to the faculty or project supervisor for further action. This may include a formal warning or removal from the team, depending on the severity of the situation and the impact on the project.

Summary

This team agreement sets clear guidelines for how we'll communicate, make decisions, and share responsibilities throughout the project. It focuses on fostering collaboration and accountability to keep everything moving smoothly and ensure we hit our goals. We've put in place a system for handling missed commitments, with escalating consequences if issues continue. The aim is to create a productive, supportive environment that helps us work efficiently and complete the project.

Remember: We are not just a team; we are a family of code warriors!