

THE KINDOS

Team Expectation Agreement

Purpose

This Team Agreement outlines our commitments to each other to foster collaboration, accountability, and a productive work environment.

I. Meeting Guidelines

According to the CSCC01 Course Information Sheet, there are 4 sprints in total (not including Sprint 0) for the project. Each sprint lasts two weeks. For each sprint, we will have one sprint planning meeting and four stand-up meetings as outlined below.

1. Stand-up Meeting

- Frequency: 2 times a week
- Time: 7:30pm, every Friday and Sunday
- Duration: 20 minutes
- Location: 1414 Morningside Ave Unit 2 (Boulder Parc), Scarborough, ON
- Attendance: Mandatory, unless stated otherwise.

Each team member should review features that they have implemented so far in the current sprint since last meeting.

2. Sprint Meeting

- Frequency: Biweekly
- Time: Monday, time will be announced at least two days in advance after reviewing When2Meet availability
- Duration: 1 hour
- Location: BV498 Computer Lab
- Attendance: Mandatory

Each team member should review all features that have been implemented in the previous sprint and backlogs of the project.

II. Development Guidelines

The following guidelines outline the tools, workflows, and collaboration practices that the team will follow throughout the project:

1. **Development Tools:** Jira (for task management) and GitHub (for version control).
2. **Version Control Practice:** Use Git Flow and ensure commit messages follow the convention on conventionalcommits.org.
3. **Work Division:** The division of work will be discussed on every sprint meeting, including task planning and responsibilities assignment.

III. Roles and Responsibilities.

This section defines the roles and responsibilities of each team member to ensure accountability and effective collaboration:

1. **Team Contribution:** All team members are expected to actively contribute to the project.
2. **Project Submission:** Daniel will be responsible for the project submissions on all sprint and the other members should review the submissions.

III. Communication Guidelines

The following guidelines define how the team will communicate to ensure timely and effective collaboration:

1. **Communication Tools:** Whatsapp (for quick updates), Zoom (for meeting), and Slack (for meeting details e.g. meeting link).
2. **Maximum Response Time:** 6 hours.

IV. Contingency Planning

This section outlines the team's approach to handling unexpected changes in team membership:

1. If a team member withdraws from the project or is unable to continue, the remaining team members will redistribute responsibilities to ensure project continuity.
2. As a gesture of appreciation and team morale, the departing member (if appropriate) agrees to treat the remaining team members to a meal, specifically Haidilao or Gyubee.

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

DANIEL STEVANUS

VALDY OKTAVIAN

CHRISTOPHER LEE

BOBBY ADI SALIM

MOCHAMMAD NADHIF ARFA RAYYAN