Group Working Agreement Form

Project groups are an integral part of this course. To work effectively, they require that all group members clearly understand their responsibilities to one another. This document outlines the general responsibilities of every group member. Additional ground rules can be adopted if your group believes they are necessary. Signing this agreement signifies your commitment to adhere to these rules and expectations.

Group Number:	Team Member Names	
	1. Parry	2. Sasha
3	3. Bryce	4. Kale

All group members agree to:

1. Attend all Scrum ceremonies (stand-ups, sprint planning, sprint reviews, and retrospectives) and labs on time.
2. Inform the team in advance if a meeting will be missed and take responsibility for catching up on decisions and discussions.
3. Come to meetings with assigned tasks completed and necessary preparations made.
4. Actively engage in backlog grooming and sprint planning to ensure clarity of goals.
5. Report progress accurately during stand-ups and demonstrate work during sprint reviews.
6. Commit to regular code check-ins to the team repository (e.g., GitHub/GitLab), with a minimum frequency of twice per week.
7. Use designated communication tools (e.g., Slack, Discord) and respond to messages within **24 hours** during weekdays.
8. Contribute equitably to all tasks and activities, ensuring no one individual is overburdened.
9. Actively contribute to discussions during sprint retrospectives, focusing on identifying lessons learned and opportunities for improvement.
10. Participate actively and contribute equally to all team activities.
11. Treat all team members with respect and adhere to the BCIT Student Code of Conduct

Additional ground rules **(provide at least two)**:

1. Address conflict and issues promptly and constructively.
2. Maintain code quality and documentation standards

Team Communication

How will you handle communication during the project? Specify tools (e.g., Discord, Slack) and outline your communication frequency and protocols.

- Our communication platform of choice is Discord
- We plan to arrange a minimum of one meeting per week
- The first meeting will be arranged over Discord
- All meetings will include time set aside to arrange the nest meeting
- Additional weekly meetings may be scheduled to facilitate project task completion if agreed necessary by the group

Success criteria: project and team

What will make this project a success for you?

- Solving a real-world problem
- Better test case
- Better Git skills
- Gain experience in software project development process
- Realistic

What will make this team a successful team?

- Good usage of git comments and well commented code
- Effective collaboration and communication within the team

Decision-making procedure and accountability

What will be our decision-making process?

- Document thought process with reasoning. For why the decision was made, and post on GitHub.
- Big decisions are made democratically

What decisions need all group members to agree?

- Project idea
- Definition of done
- Documentation practices

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How will we hold people accountable for the work set?

- Setup milestones

- weekly say what we did on discord

- Implement soft deadlines. Have all commits in by the Sunday before Tuesday sprint demos

If any member of the project team repeatedly fails to meet these ground rules, the other members of the group are expected to take the following actions:
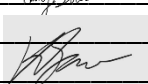
Step 1: Raise the issue directly and respectfully in a team meeting and thoroughly record all decisions, actions, and owners in the team Meeting Minutes document. If not resolved:

Step 2: Meet as a group with the course **instructor**.

The teaching team (and the course instructor) reserves the right to make the final decision(s) to resolve difficulties that arise within the groups. Before this becomes necessary, the team should try to find a fair and equitable solution to the problem.

Team Member's Signatures:

We, the undersigned, agree to abide by the ground rules outlined above:

- Name: ____Bryce_____ Signature: _____
- Name: ____Parry_____ Signature: _____
- Name: ____Sasha_____ Signature: _____
- Name: ____Kale_____ Signature: _____

Date: 2026-01-09