

Team Expectations Agreement

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Methods of communication

- Discord

Communication response times

- 5 business hours (from 9:00 am to 9:00 pm)

Meeting attendance

- Standups are mandatory
- Attendance for additional meetings is highly recommended. If you have other commitments, let the group know ahead of time so they can fill you in after the fact.

Running meetings

- On an as-needed basis (either in person or on discord)
- At least one meeting per week
- Tuesdays, Thursdays, or Fridays

Meeting preparation

- Basic necessary preparation before each meeting (read the rubrics, assignment specifications, etc.)
- First 5 minutes to write down where everyone is at (or thinking about) on a doc
- Next 10 minutes for reading and catching up to speed
- Discuss topics as needed

Version control

- Avoid committing code that does not compile
- Be descriptive in your commit messages
- Any pull requests or merges must be reviewed by 2 other people before being merged into the dev branch
- A pull from dev into main must be approved by at least 3 people
- COMMENT YOUR CODE
- Fewer lines are better, but not at the cost of readability. (coding standard)

Division of work

- Roughly equal work for each person (by difficulty)
- Have people assigned to tasks they are good at

Submitting assignments

- Complete code solution at least one day in advance (24 hours) before the deadline to leave room for merging and code reviews
 - Everyone should review the submission before a major deadline
- Have at least one person check and one person submit (decided on a per meeting basis)

Contingency plan

- If needed, split work among remaining active group members
- First 2 strikes and we talk to that person (a strike is an unexpected nonattendance without sufficient notice)
- For the third strike, the other group members will talk to the prof
- Academic dishonesty warrants an immediate talk with the prof by the other members
- If a team member fails to contribute repeatedly, e.g. fail to commit the user stories they are responsible for, the other group members can try and complete the work to the best of their abilities and discuss it with the group member and/or professor.

Signatures



Calvin Tran John Jeremy Roy

