



\* av = active voice.

## Pages

- [Our Team](#)
- [Biographies](#)

meetings will be held →  
we will hold meetings

# Team Expectations Agreement

## Methods of Communication

Our main methods of communication are Facebook Messenger and Zoom.

## Communication Response Times

We will respond to Facebook messages within one day, and respond to scheduled Zoom meetings within five minutes.

## Regular Meeting Times

Weekly Zoom meetings will be held at Mondays at 4:15. The Zoom meetings will be hosted by Tia, who will also take meeting minutes.

Weekly Facebook Messenger updates will be sent on Thursdays at 3:00.

All meetings are mandatory.

## Meeting Preparation

Each team member will be prepared with a list of updates and roadblocks before each meeting.

## Division of Work

Division of work will be done as a team during the Monday Zoom meeting. Division of work will be documented using a Trello board.

# Submission of Work

The following steps will be completed before the submission of work to the master branch of the team Git repository:

1. A Unit test suite or a list of test cases will be created per commit, where possible
2. A commit will be ready 36 hours before the due date
3. A commit's peer review will be completed 12 hours before the due date

Submission of work to the Git repository will be done by the group member that completed the task.

## Contingency Planning

### If a team member drops out:

The team member is expected to inform the group as soon as possible. Their work will be redistributed by the team during a Zoom meeting.

### If a team member is sick:

The team member is expected to inform the group as soon as possible. Their work will be redistributed by the team during a Zoom meeting.

### If a team member consistently misses a meeting:

A team meeting will be held on Zoom to discuss with the group member and understand why they are missing meetings. The team will work together to overcome any obstacles the individual is facing.

### If a team member is academically dishonest:

A team meeting will be held on Zoom to talk with the individual to understand why they were academically dishonest. The team will help the individual come up with original ideas and ensure they redo their work.

### Signed by:

Jodi Jang, Tia Jang, Aaren Chu, Junaid Ali Syed, Tahmid Haque