CSCC01 Team Agreement

We have decided the following as a good set of expectations to follow.

Communication

1. **Platform:** Our primary method of communication will be via Discord. We will conduct standups on Slack

2. **Response Time:** We expect everyone to respond to communication within a maximum of 12 hours, with a preference for a response within 6 hours, provided it does not interfere with personal commitments and emergencies

3. **Weekends:** It is fair to assume that many people want their weekends free and have other commitments on weekends, in this case, we will not have stand-ups on weekends. Other meetings can be scheduled during weekends if needed

Meeting Attendance and Conduct

1. **Standup Meetings:** Standups will be done through Slack messages where each person sends what they did, what they will do, and any blockers, everyone must send their daily standup message by 10 p.m.

2. **Additional Meetings:** The need for additional meetings will be discussed during standups. The required attendance at these additional meetings will be decided based on the agenda of the specific meeting during standups

3. **Recurring Monday Meeting:** We will have a team meeting every Monday at 8:30 a.m. to discuss weekly progress and any other issues

4. **Meeting Format:** All meetings will be held online on Discord.

5. **Preparation:** Members are expected to come prepared to meetings with updates on their tasks or any relevant points for discussion.

Version Control

1. **Style:** We will adopt a Git Flow style of branching for our version control. This will help us maintain a structured and clear version history and minimize potential conflicts in our codebase.

Work Division

1. **Interest-Based:** Work will be divided based on members' interests and skills. Everyone is encouraged to explore and choose tasks that align with their interests and growth areas.

2. **Strength-Based:** If one team member has experience with a certain area of the project and they know how to implement it, we would give preference to that person. If another member expresses clear interest in working on it, we can have the member who has a better understanding help the interested person if need be

3. **Story Points:** We will try to all members about the same number of story points per sprint so we split work equally.

4. **Task Pickup:** If a team member has finished their task and wishes to pick up another, they are encouraged to do so. This supports proactive engagement.

Assignment Submission

1. **Timeline:** All assignments should be completed and ready for review at least 12 hours before the deadline to allow time for revision and quality checks.

2. **Reviewer:** The assignment reviewer will be decided on a rotating basis, giving each team member a chance to submit the assignments.

Contingency Planning

1. **Dropout/Issues:** In case of a dropout or any substantial issues related to a team member, we will seek assistance from the instructor promptly to prevent any escalation.

By signing this agreement, we confirm our acceptance and commitment to these guidelines

(A full name here is equivalent to a signature):

1. Amey Damle

2. Elham Badri

3. Zusheng Lu

4. Monte Ho

5. Magen Chen

6. Kendrick Joo

7. Kevin Tian