

Team Expectation Agreement

This Team Expectation Agreement is designed to establish clear and agreed-upon guidelines for our team's collaboration throughout the course of the project.

Team Members

Henry Tran | Kenny Chen | Jerry Dang | Ethan Chan | Eric Kweon | Aliel Jacob Roxas | Jeremy Cheng

I. Methods of Communication

We will primarily communicate via email and Slack for non-urgent matters and for urgent issues. We will also use Slack for team discussions and collaboration. Google meets for our weekly stand ups and meetings.

II. Communication Response Times

We agree to respond to emails and Slack messages within 24 hours. General communication times should be as soon as you allocate time for the project.

In case of urgent need/blockers, send the other person a message on Slack for communication by the night of the same day the message was sent out (Within reason unless it is already too late).

III. Regular Meetings

Standups daily on weekdays. Monday, Wednesday, Friday at 8:30 PM, Tuesday, Thursday asynchronous.

Regular Meetings are mostly mandatory. If you cannot make it, post asynchronously what you intend on reporting for that standup.

IV. Running Meetings

Meetings will take place online via Google Meets due to the remote nature of our team. Most messages will also take place in the Slack messages in the group chat.

V. Meeting Preparations

Monday and Friday meetings will require more preparation since after Friday will be the weekend and Monday onwards will be the entire week.

For specific preparations mostly for Mondays and Fridays, team members are expected to have completed most of their work before the meetings and come up with blockers/new ideas to bring to each meeting (optional).

At every meeting, be prepared to share updates on their assigned work. What they have completed, what they are going to work on, and any blockers that they are encountering.

VI. Division of Work

Work will be divided based on both front-end and back-end tasks across all members and will be expected to learn how to complete assigned tasks to their best abilities and in a reasonable timeframe.

The team will collectively decide who does what during our regular meetings.

VII. Submitting Work

(Establish guidelines for when and how work should be submitted, who will be responsible for submitting it, and who will review the submission.)

Front-end all work will have to be reviewed by at least two people. Back-end work will similarly have to be reviewed by at least two members of the group.

All work must be submitted 24 hours prior to the deadline to allow time for review. Henry will be responsible for being one of the reviewers for front-end-related tasks.

VIII. Contingency Planning

If there are particular team members that are dropping out. Their work/tasks will be distributed evenly and accordingly to the best interest of the Team to all other members of the group.

If a team member intends to drop out, they will communicate this to the team as soon as possible so that the team has maximal time to execute the contingency plan. If a person

exhibits consistent absences from meetings for three or more times in a span of 2 weeks, i.e., missing a full week's worth of standups, as well as absence from lecture for those 2 weeks, AND lack of ALL communication within those 2 weeks, it will be assumed that they have dropped the course and the contingency plan will be executed.

When members are sick for an extended period of time, please inform the team ahead of time so we can prepare to reallocate your tasks as necessary or if possible push tasks to a later sprint.

Additionally, In the event a team member cannot fulfill their duties due to unforeseen circumstances, the remaining team members will redistribute the workload equally. We will promptly seek guidance from the TA in case of significant issues.

We, the undersigned, agree to abide by the guidelines outlined in this Team Expectation Agreement throughout the course of the project:

(All team members sign here)

Ethan Chan

Donghyun (Eric) Kweon

Aliel Jacob Roxas

Henry Tran

Jia Rong (Jerry) Dang

Kenny (Yu Yang) Chen

Jeremy Cheng