

TEAM AGREEMENT

- methods of communication (email, phone, messenger, text, . . .)
 - **Communicate through Discord or Slack**
 - **Contact individually by Instagram if needed**
- communication response times (email, phone, messenger, text, . . .)
 - **Within 24 hours for regular matters**
 - **Within 2 hours for urgent matters**
- meeting attendance (when to meet, whether all meetings are mandatory, . . .)
 - **Meet everyday at 8PM for Stand-Up**
 - **All meetings are mandatory unless there is some other matter**
- running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)
 - **Online for all meetings**
 - **Scrum Master: William**
- meeting preparation (whether preparation is needed, what to prepare, . . .)
 - **Say what you did, what you need to do, and any blockers/problems you encountered**
- version control (what to/not to commit, content of log messages, . . .)
 - **Work in branches, merge only through pull requests**
 - **All pull requests/merge requests require at least 2 reviewers**
 - **Log messages should be written in past tense and should briefly explain what changes the commit will bring**
- division of work (how to divide work, who will decide who does what, . . .)
 - **Everyone takes on tasks and finish as much as you can**
 - **Assign new tasks to yourself after you finish your existing tasks**
 - **Use planning poker to determine difficulty of tasks**
- submitting assignments (when to submit, who will submit, who will review the submission, ..)
 - **Arielle does submissions**
 - **Project should be reviewed by every team member**

- contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . .)
 - **Discuss with member then act accordingly**
 - **Reassign tasks**
 - **Contact instructor**

By typing our names, the following members agree to all the conditions mentioned above:

William Chiu
Arielle Ramgoolie
Austin Bartolome
Cassandra Dias
Maaneth De Silva
Shadman Tajwar
Tasif Hussain