

## *CSCC01 Agreement - Citrus*

### ***Methods of communication (email, phone, texts, ....)***

The group will primarily communicate through the Slack channel. All team members have also saved each other's phone numbers for individual contact when necessary.

### ***Communication response times (email, phone, texts, ....)***

All team members are expected to respond to messages within 24 hours.

### ***Regular Meetings (frequency of meetings, whether all meetings are mandatory,...)***

Mandatory weekly meetings will be held on Wednesdays at 3pm.

### ***Running meetings (when, where, face-to face vs. online, who takes minutes, ...)***

Meetings will be held in person at the Bladen Wing computer labs. Miraj will lead the meetings, and Aaliyah will take minutes and post them to the team's Slack for all team members to keep track of upcoming tasks.

### ***Meeting preparations (whether preparation is needed, what to prepare,...)***

At weekly meetings, expectations for tasks to be completed by the next week's meeting will be discussed. On the weeks where project work is due, all tasks should be completed by Wednesday's meeting. Team members should also be keeping track of Daily Standup information.

### ***Version control (what to/not to commit, content of log messages, . . . )***

Team members are expected to commit noticeable changes to existing information. Team members are not to commit any secure/private information e.g. API keys.

### ***Division of work (how to divide work, who will decide who does what, ...)***

After all responsibilities for each task are laid out, team members are expected to volunteer for which tasks best suit their interests and skill sets. Based on the difficulty and quantity of tasks for each stage, the distribution will also be discussed with the entire team to ensure work is allocated evenly between team members. Daniel, Ishaan, Matthew, and Miraj will work primarily on the backend, and Aaliyah, Sana, and Shinza will focus on the frontend.

### ***Submitting work (when to submit, who will submit, who will review the submission,...)***


All team members will be responsible for looking over the final submission, and Miraj will submit the final copy. Final product of each stage should be completed two days before the due date to allow for room to edit and polish before final submission.

***Contingency planning (what if a team member drops out, what if a team member is sick for a significant period of time, what if a team member consistently misses meetings, what if a team member is academically dishonest, ...)***


Check in with individuals and gauge their situations - see if tasks can be rearranged to accommodate for any personal setbacks. If teammates continue to be unresponsive, connect with TA for next steps.

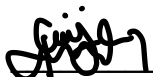
***We accept these guidelines and expect to fulfill them.***

  
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Aaliyah Jaleel


  
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Daniel Grishanov

  
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Ishaan Upadhyay

  
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Matthew Mao

  
\_\_\_\_\_  
Miraj Ismail

  
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Sana Alia

  
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Shinza Ahmed