

Team Expectations Agreement

- Methods of communication:
 - Slack and Discord
- Communication response times:
 - 24 Hours
 - Not including emergencies, those go by a case-by-case basis
- Meeting attendance:
 - Post daily message in Slack updating the team on your stories during weekdays
 - Might need weekend updates if team is waiting on someone and a deadline coming up
 - Have a longer weekly meeting and shorter updates on slack
 - Book more meetings as required
- Running meetings
 - Meetings are online and on Slack, daily updates and weekly meetings
 - Whoever's free can take minutes
- Meeting preparation:
 - Demos of what team members have done during weekly meeting, if there are changes
- Version control:
 - Make a new branch for each story and squash all commits when merging
 - Name branches after Jira tickets
 - Two people review each pull request
 - Conventional commit messages with feat and fix prefixes, other prefixes are optional
- Division of work:
 - Team decides for ourselves, with one person per story unless help is required
- Submitting assignments:
 - Submit the day before final deadline, if possible
 - Whoever's free will submit
 - Team has to confirm all members have reviewed and the submitter has to confirm they submitted
 - Everyone reviews the final submission
- Contingency planning:
 - If a team member drops out, the team splits and reassigns the work

- If a member misses daily updates without reason, the team first reaches out privately to talk to them, but if this repeats, the team goes to instructor before anything
 - Similar with weekly meetings except the team immediately talks to instructor due to the time gap
- If a member is dishonest, the team removes the offending portion of project, splits and reassigns the work

We accept these guidelines and intend to fulfill them:

Amy Liang

Kai Lin

Lukas Augustynowicz

Youngjae Heo

Gary Chen

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.