# Team Expectations Agreement

June 2, 2023

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# 1 Methods of Communication

The team agrees to utilize the following four forms of communication as the primary methods for exchanging information and collaborating:

1. Slack will serve as our primary platform for team communication, facilitating the sharing of updates, announcements, schedule changes, and virtual group calls.

2. Discord will serve as our secondary platform for informal team communication, including unscheduled calls, sharing project-related learning materials, and as a backup for Slack.

3. Email will be utilized for official team announcements regarding new updates on platforms such as Github and Jira.

4. Phone calls will be used in urgent situations to communicate with team members for critical scenarios that require an immediate response.

# 2 Communication Response Times

We agree to abide by the following communication guidelines, which are essential for our team's success:

1. Slack:

   a) We will strive to respond on Slack within 24 hours during regular school weeks.
   b) Urgent messages require immediate attention and should be addressed within a reasonable time frame.

2. Discord:

   a) We will strive to respond on Discord within 24 hours during regular school weeks.
   b) Urgent messages should require immediate attention and should be addressed within a reasonable time frame.

3. Email:

   a) We will strive to respond to emails within 48 hours during regular school weeks.
   b) Urgent messages require immediate attention and should be addressed promptly within a reasonable time frame.

4. Phone:

   a) We will strive to promptly answer phone calls within a 6-hour time period to address urgent situations that require an immediate response.

5. Absence or Unavailability:

   a) If a team member will be absent for vacation or a prolonged period of time, it is expected to be communicated to the team in advance within a reasonable timeframe.

# 3 Meetings

We agree to abide by the following communication guidelines, which are pivotal for our team's success:

## 3.1 Meeting Attendance

1. Scrum Meetings

   a) It is expected that all team members will meet once every weekday for a daily scrum meeting.
   b) For any team members who are unable to attend, it is expected that they communicate any information they deem useful.

2. Workshop Meeting

   a) It is expected that the team will have one longer meeting per week to collaborate, brainstorm ideas, and further organize.
   b) This meeting will be mandatory only if the majority of the team decides that all members must attend.

## 3.2 Running Meetings

1. Scrum Meetings

   a) Each meeting will be held daily on weekdays at 9:00 PM Eastern Time and will have a maximum duration of 20 minutes.

   b) Each meeting will be held virtually on Slack, with rare cases being held in person.

   c) During the meeting, each team member will have an opportunity to speak, and the coordination will be facilitated by the Scrum Master, Vikram.

2. Workshop Meeting

   a) The time and date of the meeting will be discussed by all team members on the Tuesday after the lecture, during the week prior.

   b) This meeting will generally be held in-person, and the team will collectively decide on the location. Slack will be the preferred option if the team decides to meet virtually during a particular week.

## 3.3 Meeting Preparation

Team members are expected to prepare for Scrum meetings by explaining what they have accomplished on the current day, outlining their plans for the following day, and preparing any questions they may have.

# 4 Version Control

The team will primarily use GitHub as its version control system and has agreed upon the following guidelines for its use:

## 4.1 Branching

All team members must create their own branches for development off the development branch and avoid directly committing to the production branch.

## 4.2 What And What Not to Commit

1. Sensitive Information

   a) The team will refrain from committing any confidential information to the GitHub repository. Examples of such information include personal identity information, unauthorized information of others, passwords, and other sensitive data.

   b) Any potentially sensitive information must be collectively discussed with all team members.

2. Unstable Code

   a) Code pushed to GitHub must be appropriately documented, thoroughly tested, and fully functional.

   b) Before merging to the production branch, two team members must thoroughly review the pull request and identify any potential bugs.

3. Unrelated Files

   a) All files committed to GitHub must be project-related and should not include any personal files or unrelated content.

## 4.3 Content of Log Messages

1. Summary

   a) Each commit log message should clearly describe the overall purpose and changes made in the commit.

   b) If the commit introduces enhancements or new features, please include a description of the added functionality and its intended benefits.

   c) If the commit is reliant on prerequisites, list out the prerequisites.

2. Bug Fixes

   a) The log message should include information about any bug fixes or resolved issues.

# 5 Division of Work

Work will be divided five days before each sprint, with the Scrum Master (Vikram) and the team collectively assigning tasks based on individual comfort and capability.

# 6 Submitting Assignments

Assignments are expected to be submitted on time, with the aim of completing them at least one day before the due date. The team members will collectively rotate and decide who will be responsible for submitting each specific assignment. The designated team member will be notified in advance, allowing for a reasonable amount of time for preparation. For those team members who did not submit the assignment, it is expected that they will individually review the assignment and identify any issues or problems.

# 7 Contingency Planning

1. What if a team member drops out?

   a) In the event of a team member dropping out, the team will aim to hold a meeting within 24 hours to promptly reorganize the product planning.

   b) The team will promptly inform the instructor and TAs in the event of a member dropping out of the group.

2. What if a team member consistently misses meetings?

   a) If a team member consistently misses meetings, the team will collectively address the issue by engaging in a conversation to understand the reasons behind the member's absence.

   b) If the behavior continues, the team will promptly inform the instructor about the ongoing situation.

3. What if a team member is academically dishonest?

   a) If a team member engages in academic dishonesty, the team will promptly inform the instructor about the behavior.

# 8 Signatures