Team Expectations Agreement

Methods of Communication
- Slack
- Discord
- Instagram
- Email

Should respond to any message within 6 hours during the day

Meeting Attendance
- Daily standups when sprint 1 starts
- Other meetings when needed.
- Attendance is mandatory unless the group is notified.

Running Meetings
- When:
    - Daily standup via slack
    - In person as needed
- Who takes Minutes: Amitoz

Meeting Preparation
- Do we need preparation: Yes
- What to prepare: For daily standups, a quick summary of what you accomplished since the last meeting.

Version Control - GitHub
- When to/not to commit: When you have made a valuable addition to the code
- Content of log messages: Start with a header short description. Short bullet point description of details of what was added.

Division of work:
- How to divide: group discussion
- Who will decide who does what: decide as a group using scrum methodology.

Submitting Assignments
- When to submit: before deadline
- Who will submit: Scrum Master (Amitoz)
- Who will review submission: Everyone

Contingency Planning
- For any issues talk to TAs and Prof as soon as possible. If unsure, give it a few days to see if it resolves itself.

We accept these guidelines and intend to fulfill them (sign below):

 Amitoz Jatana   Mustafa Abulimit   Nishu Sheth

 Roger Zhao   Darren Trieu   Nicholas Louie