

## Team Expectations Agreement

1. The main method of communication will be Discord, and members are expected to respond within 24 hours. Phone calls will be used in case of emergencies.
2. Daily meetings will be at 9:30 pm and are expected to last 10 minutes. Weekly meetings appended to Wednesday daily meetings for group members to make reports and discuss the direction of development. Meetings will be online over on Discord. Group members are to record their progress during meetings.

Group members are to update Jira tickets in preparation for meetings

3. Try not to commit buggy code. Testing is expected before committing  
Committing small changes is discouraged unless it is a bug fix

Commit messages should be formatted to contain purpose of commit

4. Planning poker will be done at the beginning of the project. Work division will be decided during weekly meetings based on the results of planning to balance out workload between members
5. Team members will be reported to the instructor if they consistently miss meetings and/or are actively avoiding work. In the case that a team member is no longer in the course for any reason, the team will seek help from the instructor/TA within 48 hours.

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

Arwin Fong

Eric Fan

Harrick Cheong

Jason Xia

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