

Team Expectations Agreement

1. Methods of communication
 - a. We will communicate over discord, primarily in the group chat
 - b. Sprint meetings will be conducted in a private channel, accessible by the TAs, on Slack
2. Communication response times
 - a. Group members should ideally respond within 48 hours
 - b. Group members should respond within 12 hours when within 2 days of a sprint deadline
 - c. A group member must let others know if they will be unable to respond to messages for a given time
3. Meeting attendance
 - a. At the beginning of each sprint a planning session will be held with mandatory attendance
 - b. Standup meetings will be held twice a week, with mandatory attendance. In each standup, each member should share what they just worked on, what they're working on now and what's blocking development. Each member must participate in the scrum meeting, unless there's a schedule conflict, in which case the group member must send a message stating what they would've said
4. Meeting Preparation
 - a. Ensure you are on time to the standup meeting, or have indicated that you're unable to attend
 - b. Before planning meetings, ensure tickets are already created for the sprint. The purpose of this meeting is to decide on story points, and assign work.
5. Running meetings
 - a. Each meeting will be held online, over slack.
 - b. Standups will occur Monday at 3 p.m and Friday at 1 p.m
6. Version control
 - a. All sprints will have an associated release branch, this branch is to be merged into master when the sprint deadline arrives
 - b. All tickets will require the creation of a new branch

7. Division of work

- a. Work will be divided in planning sessions using planning poker.

8. Submitting assignments

- a. All tickets should be merged into the release branch 24 hours before the end of the sprint. The last 24 hours should be reserved for testing and fixing any last minute bugs.

9. Contingency planning

- a. Any minor violation of the expectation above should be handled internally. If there's a pattern of missed meetings/deadlines, the instructor should be contacted as a last resort
- b. Any academic dishonesty should be immediately reported to the instructor

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

X Miles Bernstein

X Junlin Qu

X Ethan Zhang

X Anna Chester

X Jason Su