The Card Slinging Slashers

Team Agreement

Team Communication

Communication Members for each team member are listed below:

Name	Phone Number	E-mail
Austin Seto	9059020370	austin.seto@mail.utoronto.ca austinseto@gmail.com
Charmaine Yung	6472022036	charmaine.yung@mail.utoronto.ca
Julian He	6475441265	julian.he@mail.utoronto.ca
Lintao Yin	6476714281	lintao.yin@mail.utoronto.ca yinlintao@gmail.com
Mikhail Makarov	6474585492	misha.makarov@mail.utoronto.ca

There exists a Discord chat server which every team member is a member of at the time of writing this agreement. General discussions will occur on that chat server. Personal messages may also be sent to team members through Discord in addition to the above listed methods. Personal messages (ie. those not sent through the general discussion channel on the Discord chat server) have an expected response time of one business day.

Team Meetings

Team meetings will be held on the team's Discord chat server over the voice channels. Team meetings will be held weekly on Wednesdays at 1 PM.

Team meetings will be used to discuss what tasks are to be completed for a sprint and how many story points those tasks should be worth. If applicable, team members will be expected to have prepared a list of tasks they have completed or are working on.

Tasks will be recorded on a spreadsheet which will be shared with all group members through Google Drive. Meeting minutes will be recorded by Lintao Yin in a text file on Google Docs. Both will be in a folder shared between all group members.

Version Control/Branching Strategy

The group will work in a master project branch which is forked from the actual master branch. As is standard, no commits will be made directly to the master project branch. Work is done only in feature branches.

Each feature or ticket should have its own branch which shares a name with the feature being worked on. These feature branches will not be merged into the master branch without testing and approval from at least one other team member. Testing may be either a small number of manual tests or automated testing. All merges will be made recursively.

Work Allocation

It is expected that every team member will assign themselves to tasks such that each team member completes tasks whose story points sum up to a similar amount. How many story points a task is worth will be determined during a sprint meeting. A task will only be marked complete (and thus the burndown chart will only be changed) when it is merged to the master project branch.

Deliverable Submission

All deliverables are expected to be on the main project branch on the Git repository at least 3 hours before the deadline. Team members are individually responsible for merging their feature or bugfix branches into the main project branch and having their pull requests approved before this time.

Contingency Planning

Drop

In the case that a team member drops out of the course or the school, their work will be evenly distributed amongst the other team members as time permits. If the drop is at an inopportune time (such as the day before a deliverable is due) course instructors will be notified as soon as possible to help explain any gaps in completed work that could not be filled in the short time period.

Sickness

In the case of illness, depending on illness severity the team member may be allowed to do less or no work and/or temporarily abstain from team meetings. The team member in question is to decide on the severity of their sickness and relay it to the team appropriately. Remaining work will be distributed evenly amongst other team members.

Digital Signatures

Inclusion of one's name below indicates that they have been included in discussions of what to include in this agreement and that they agree to comply with everything stated in this agreement.

- Austin Seto
- Charmaine Yung
- Julian He
- Lintao Yin
- Mikhail Makarov