

The Team Agreement

Methods of communication:

- Primary IM: Messenger, Discord
- Email if necessary
- Emergency: Cell Phone
 - Sin Chi Chiu: 647-607-9654
 - Jason Fong: 416-655-6829
 - Jeremy Lai: 647-818-7893
 - Mark Padilla: 647-244-1301
 - Gavin Zhang: 647-982-0211

Communication response times:

- About 12 hours max, but phone should be immediately

Regular Meeting times:

- Team Meetings: Thursdays @ 4pm EST
- Other Meetings: TBD

Meeting Attendance:

- Mandatory unless you have a valid excuse

Running Meetings:

- Team Meetings: Any available meeting space (decided on a weekly basis the day before meeting)
- Other Meetings: TBD

Meeting Preparation:

- Prepare the previous day: decide location, time, etc.

Version Control:

- Push significant changes only
 - Eg. Added large block of code or a new function
- Log messages should list, a quick summary, and at the function level:
 - Added
 - Modified
 - Removed

Division of Work:

- In general, even split between all members, specifics will be decided upon seeing requirements

Submitting Work:

- Everyone reviews deliverable on Sunday
- One person will be submitting it and will rotate each week

Contingency Planning:

- Each person has a backup, someone who is aware of exactly what another person is doing in case the other drops the course, has personal issues one week etc.

- Cutting features to meet deadline, in the scenario in which we fall behind non-essential features will be cut at the discretion of team members responsible for them but must inform the team of this beforehand

We accept these guidelines and intend to fulfill them

Mark Padilla

Date: 30 January 2020

frayte

Date: 30/01/2020

Don

Date: 01/30/2020

Joey

Date: 2020/01/30

Li

Date: 01-30-2020