

# Group Working Agreement

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Please make a copy of this Google Doc file for yourselves.

Please name the file in this convention: 01a\_GroupWorkingAgreement\_group99

Hand in a single PDF.

Project groups are an integral part of this course. To work effectively, they require that all group members clearly understand their responsibilities to one another. This document outlines the general responsibilities of every group member. Additional ground rules can be adopted if your group believes they are necessary. Signing this agreement signifies your commitment to adhere to these rules and expectations.

Group Number	99
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Team Member Names:

1. Mikhail Rego	2. Pawel Banasik
3. Ryan McKay	4. Glen Healy

All group members agree to:

1. Attend all Scrum ceremonies (stand-ups, sprint planning, sprint reviews, and retrospectives) and labs on time.
2. Inform the team in advance if a meeting will be missed and take responsibility for catching up on decisions and discussions.
3. Come to meetings with assigned tasks completed and necessary preparations made.
4. Actively engage in backlog grooming and sprint planning to ensure clarity of goals.
5. Report progress accurately during stand-ups and demonstrate work during sprint reviews.
6. Commit to regular code check-ins to the team repository (e.g., GitHub/GitLab), with a minimum frequency of twice per week.
7. Use designated communication tools (e.g., Slack, Discord) and respond to messages within 24 hours during weekdays.
8. Contribute equitably to all tasks and activities, ensuring no one individual is overburdened.
9. Actively contribute to discussions during sprint retrospectives, focusing on identifying lessons learned and opportunities for improvement.
10. Participate actively and contribute equally to all team activities.
11. Treat all team members with respect and adhere to the BCIT Student Code of Conduct.

Additional ground rules (provide at least two):

1.	Work is assigned as small, clearly defined tasks with an owner and due date (no "floating" work). If someone is blocked or expects to miss a due date, they notify the team within 24 hours and we re-scope or reassign quickly.
2.	Code and documentation quality rule: all major changes go through GitHub pull requests with at least one peer review. We follow a shared "Definition of Done" (builds/runs, basic tests or checks, updated README or notes, and a short commit message).

### Team Communication

How will you handle communication during the project? Specify tools (e.g., Discord, Slack) and outline your communication frequency and protocols.

Communication platform (name)	Discord (primary) + GitHub Issues/Projects (task tracking)
Frequency and protocols	Channels: #announcements (deadlines/decisions), #dev (technical), #meeting-minutes (notes). Response time: within 24 hours on weekdays; urgent items use @here/@mention. Meetings: quick stand-up before each class; weekly planning/review meeting (30-45 min). Protocol: decisions and action items are written in meeting minutes + linked GitHub issue; keep discussions in the relevant thread.

### Success criteria: project and team

What will make this project a success for you?	Project success (MVP) means: <ul style="list-style-type: none"><li>- A working prototype that can be accessed remotely over a WAN (not just local LAN).</li><li>- Live video feed(s) and key sensor status (e.g., weight/door state) visible to the user.</li><li>- A repeatable demo: setup instructions + short demo script/video that shows the end-to-end workflow.</li></ul>
What will make this team a successful team?	Team success means: <ul style="list-style-type: none"><li>- We meet the course milestones and internal deadlines with predictable progress each sprint.</li><li>- Work is shared fairly (balanced task load and visible contributions in GitHub).</li><li>- Clear communication: blockers raised early, decisions documented, and respectful feedback.</li></ul>

	- We finish with a stable deliverable and clean documentation that another student could follow.
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### Decision-making procedure and accountability

What will be our decision-making process?	Use Agile practices with a clear decision workflow: 1) Raise the decision as a GitHub issue (context, options, pros/cons). 2) Discuss in the next stand-up or weekly meeting (time-boxed). 3) Aim for consensus; if not reached, use majority vote. 4) Record the final decision in meeting minutes + the issue (with owner and next steps).
What decisions need all group members to agree on?	All members must agree on: - Major scope changes (what we will or will not deliver in the sprint/MVP). - System architecture choices that impact everyone (network protocol, repo structure, interfaces). - Documentation standards and submission packaging (PDFs, videos, repo organization). - Any changes to shared deadlines or work division that affect the whole team.
How will we hold people accountable for the work set?	Accountability measures: - Tasks live in GitHub Issues/Projects with an owner, acceptance criteria, and due date. - "Definition of Done" is required before closing an issue (tested/runs + docs updated). - Progress is checked at each stand-up; unfinished work is re-scoped or reassigned during planning. - If a member repeatedly misses commitments: address directly in a team meeting, document it in minutes, then escalate to the instructor (per the contract).

If any member of the project team repeatedly fails to meet these ground rules, the other members of the group are expected to take the following actions:





Step 1: Raise the issue directly and respectfully in a team meeting and thoroughly record all decisions, actions, and owners in the team Meeting Minutes document. If not resolved:

Step 2: Meet as a group with the course instructor.

The teaching team (and the course instructor) reserves the right to make the final decision(s) to resolve difficulties that arise within the groups. Before this becomes necessary, the team should try to find a fair and equitable solution to the problem.

**Team Member's Signatures:**

We, the undersigned, agree to abide by the ground rules outlined above:

- Name: Ryan McKay Signature: 
- Name: Mikhail Rego Signature: 
- Name: Pawel Banasik Signature: 
- Name: Glen Healy Signature: 

Date: 1/12/2026