1.
A)
For out group, we will mainly use the **Microsoft Teams** as the main communication tool. Microsoft Teams offers us a convenient way to make a group to text each other, make discussions, and have an online meeting when needed.
Besides, we may use text to contact each other when needed.
B)
After discussion inside our group, we decided that from **10:30** to **6:30** during **Monday** to **Friday**, group members need to reply to the message within **one hour** when group we are not having any class. And **24 hours** reply restriction outside the timeline above.
C)
If a team member is unavailable due to **health** or **personal issues**, he/she should inform the team as soon as possible through the tool discussed above, providing an estimated timeline for when they will be able to respond or solve tasks. The rest of the team should adjust accordingly to ensure continued progress. We will be flexible and understanding in these situations but will rely on communication to maintain clarity.

2.
A)
For member who fail to reply to the message within the restriction timeline **AT THE FIRST TIME**, a verbal penalty will be given to that member.
B)
For member who fail to reply to the message within the restriction timeline **AT THE SECOND TIME**, he/she needs to give free coffee to other member(s).
C)
For member who fail to fail to reply to the message within the restriction timeline **AT THE THIRD TIME**, an hour extra work time will be added to that member.
D)
For member who fail to fail to reply to the message within the restriction timeline **MULTIPLE TIMES,** lower peer evaluation mark will be given at the submission time.
E)
For more serious situation, we will discuss with the TAs for any proper penalty first and then make any decision.
3.
Documentation: We are going to use Microsoft Words for any documentation works. It is very good for different team members write in a same file simultaneously. Can help is with real-time documentation.
Coding: For the coding task, vs code is our choice. To make sure that we can code simultaneously, we are going to use vs code extension live share. It can help us on real-time collaboration. By use that, we can have a text chat, shared terminal, shared debugging.

Version Control: GitHub is a very good and well-known tool for version control. We will use it to track different versions of our project. It will help us on traceback and debugging.

4.

When there is a conflict, we will gather all group members to discuss the issue together. The point of conflict will be clearly stated, and we will collaboratively consider possible solutions. During the discussion, we will ensure that everyone has an equal opportunity to express their thoughts and opinions. If differing views remain, we will hold a voting session to make a fair decision. If, after thorough discussion and voting, the team is still unable to reach a consensus or resolve the issue, we will then reach out to the TA team for assistance.

5.

Technology Agreement:
a) Code in vs code must be comment.
b) Team member must understand their code and can help on integrating their code into the project.
c) Able to explain their code and debug by themselves.
d) Must follow git workflow including creating branches, making commits with meaningful messages, and submitting pull requests for review before merging into the main branch.