

## **Team work contract**

### **Expectations**

- Attend all group meetings (if missed explain why 24 hours before meeting)
- Be able to communicate online with peers
- Communicate through discord and Github
- Continue to push the project into Github
- Working hours may vary per week but the expected working hours should be divided evenly between all group members

### **Meetings**

Meeting times can be changed during the previous meeting beforehand or through communication via discord. To start, meetings will be held once a week at the below time to discuss progress.

- Weekly meetings: Fridays: 6pm - 7pm
- If needed meetings: Thursday 4pm-5pm
- Mondays are busy for every group member hence we will not host meeting on that day

Extra meetings will be held when tutorial time is assigned to work on the project. All members are expected to attend the meetings. If a member cannot make a meeting, written notice must be given 24 hours before the meeting to discuss alternative options. Work distribution will be discussed during the meeting and every group member must agree to the work distribution. In each meeting, a quick runthrough of each member's contributions the past week will take place in the beginning of the meeting to ensure work is evenly spread out. It is expected that all work done is completed to the best of their abilities, and if stuck, ask other group members for help well before the deadlines of the next meeting.

### **Communication**

All communication outside of the meetings will be through Discord or Github. Github will be the primary communication tool for handling code issues, suggestions, submitting work and reviewing work. Discord will be the primary communication tool for informal communication and scheduling meetings.

### **Reviews**

All members are expected to submit a pull request for their work on the repository for the group project on Github.com. Members are expected to add teammates as reviewers to have all pull request reviewed by another teammate. Pull request should be reviewed within 24 hours after creation. Reviewers will switch on a rotating weekly basis (in pairs).

## **Roles**

There are two roles team members will be responsible for each week. The roles are as follows:

1. Proof-reader
  - Responsible for doing a final check of the submission before the deadline to make sure all requirements are satisfied.
2. Code Reviewer(s)
  - Responsible for ensuring all pull requests are up to standard and are ready for deployment.

Positions will be rotated each week to ensure that each team member does each position once.

## **Deadlines**

Deadlines for individual items will be assigned during meetings. The proof-reader will review the work on agreed-upon days and ensure that the final version is ready for submission and create the required version tag.

## **Breach of Contract**

Failure to follow the team contract will result in a three-step warning system:

1. The first step is a written Discord notice that outlines the violation of the team contract and a reminder of the team contract conditions.
2. The second step is a meeting to discuss the behaviour and write an agreement to follow the team contract to be followed by the member.
3. The third step is to reach out to the lab instructor or TAs of the issues with the teammate.