

StudyTogether™ Team Agreement

Methods of communication :

Discord, Email

- Communication response times : around 2 hours (unless it's super late at night)
- Meeting attendance (when to meet, whether all meetings are mandatory, . . .) :
 - Standups should occur every 2 days during a sprint
 - All members need to be present at all meetings
 - Dates and times for each will be agreed upon at the start of each sprint.
- Running meetings (when, where, face-to-face vs. online, who takes minutes, . . .) :
 - Online meetings on the official 301 discord
- Meeting preparation (whether preparation is needed, what to prepare, . . .)
 - Create a small agenda beforehand outlining the main talking points
 - Prepare to discuss any issues you have encountered while working on your features
 - Prepare to discuss any new ideas you may have for new features, existing features, etc that could be added to the backlog
- Version control (what to/not to commit, content of log messages, . . .) :
 - #wiki channel in our discord server (see invite above)
 - Production branch ('prod'), development branch ('dev'). For each feature branch off of development. Make a pull request when you want to merge back into development. We will merge development into production at the end of each sprint.
 - Follow pull request template from tutorial 1 (see template at the bottom of the document)
 - At least one person required to review pull request before merging into development
 - For commit messages:
 - Be clear and concise
 - Feel free to break up long commit messages into an ordered list
 - Ex. 1. Did thing x
 - 2. Did thing y
 - If you have a bunch of unnecessary (meaningless) commits like this in your feature branch:
 - Pushed changes before weekend
 - sdfasdfsdf
 - Fixed a thing
 - Blah blah blah
 - Please do "git rebase -i" and squash all the commits into some meaningful commit
- Division of work:
 - Choose highest priority tickets first
 - Don't force people to take tickets they aren't comfortable with
 - If you finish a ticket more quickly than expected you should take on more (don't be lazy and do nothing if you finish early)
 - Tickets are not exclusive to one person, multiple people can work on the same one (if for example someone gets stuck on something in their ticket)
- Submitting assignments :

- Each pull request is reviewed by at least one person (likely a person working on the same part of the stack as you) and then we all review the product before merging into production
- **We will not submit last minute**
- We are all submitting together
- Academic integrity:
 - Always cite code that isn't completely 100% written from scratch by you
 - Add comment on pull request mentioning this ^
- Contingency planning:
 - If someone drops out we'll have to give more responsibilities to the remaining group members
 - We will have an emergency meeting on discord where we can potentially choose to drop certain features to make end-goal realistic
 - I'd expect anyone who is academically dishonest to take full-responsibility for their actions (don't drag everyone else down with them)
 - If they don't turn themselves in (after talking to them) we will report them
 - If someone constantly misses meetings:
 - Reach out to them to get an answer why and to try to resolve issue
 - If that doesn't work, then go to TAs or Prof

We accept these guidelines and intend to fulfill them (sign below):

Daniel Laufer
Mohamed Issa
Milind Vishnoi
John Lewczuk
Maor Gornic

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.

Pull request template:

Jira issue number:

Description of changes
<your description here>

Fixes: #

☐ Have dependencies/packages been added?

Changes

☐ Explain the changes made at a higher level

Checklist:

- ☐ my code follows the style guidelines
- ☐ my changes did not produce and new errors or warnings
- ☐ updated/added documentation and comments to reflect my changes
- ☐ I have added/updated tests for my changes
- ☐ PR description included
- ☐ passed all front-end tests
- ☐ passed all back-end tests