

The SOFTENG 206 Team Agreement for Assignment Three

Team number: 45

Team members: Danil Linkov, Hyung Park

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Our Team Values are:

We would like to learn how to manage designing and constructing software for stakeholders, but within an environment of groups. We would also like to learn skills that are related to management of group work such as time managements, keeping the responsibilities made within teammates, and distribution of workload in a most effective and efficient method. From this assignment, we would like to produce best possible product in the given time frame and hence we are aiming to get at least A.

The times our team is available to work on Assignment Three are:

A meeting to explain our code / working

Regular talk through messenger

On average, 10 hours per week.

Pretty much every day? More free on weekdays.

Not available times:

During Corona:

Sunday morning~noon

Wednesday Evening

Thursday evening?

Tuesday & Wednesday & Friday & Sunday Morning 1~3pm

After Corona:

Sunday noon~afternoon (~4pm?)

Wednesday Evening

Thursday evening?

Tuesday & Wednesday & Friday & Sunday Morning 1~3pm

Around evening? Night? Everyday(for now)

Our team's agreements about communication are:

Frequency: Dependent on the urgency / needy-ness of the meeting; if we need to discuss something.

Where: messenger (active communication, frequent check), discord (less active, less frequent check, possibly not even reply?) *literally use whichever one that's easier and at hand.

When: Whenever we are both free, but any meeting day ~8pm (fixed)

Virtual: Not required to turn on webcams, probably mostly be sharing screen.

Team Meeting Information:

- How will it run: Back-and-forth conversation, features added, plans,...
- Who will lead them: N/A but both most likely?
- What preparation before meeting: Plans of features implemented / ideas to talk about.
- What happens if someone can not make up the meeting: let the other person know.
- What communication channel: discord & messenger
- Expected Response time: quick response possible (max 30min)
- Expected action for not keeping response time: No follow up required.
- Contact information: phone number, email

Our team's agreements about workload distribution and delivery are:

Working style: Aim to finish early, but allow possible bugs and mistakes to be fixed until due date.

How far ahead deadline: Strongly aim to finish couple of days before submission due date, at least make sure it is ready to submit by the due date.

How work will be divided: Mostly distribute based on skill set, but still evenly distributed. (Based on strengths and weaknesses)

How will we ensure workload is evenly distributed: Fundamentally based on strengths and weaknesses.

How much time to review before submission: Regularly throughout the project, final check done a couple of days before submission date.

Our team's policies on delivering status updates are:

Regularly notify the progress to the other teammate. If we fall behind a designated deadline, aim to finish it as soon as possible. If reasonable due to other course works or severe situations, manage it through group meeting.

****REMEMBER: Communicate if you are falling behind!****

Trouble completing work due to the challenge of the work: ask for assistant, talk with the teammate, possibly solve it out together?

If task is much easier than expected: move on, what are you doing?

Our team's commitment to delivering feedback is:

Communicate our ideas for any possible improvements? Feedback on solution, write down how it might be improved, the write of the code acknowledges it and fixes it by possibly adapting it. If the feedback has not been adapted, let the other person know about the reason.

REMEMBER: always discuss.

Channel of discussion: discord or messenger

Time to improve team dynamics: Not really applicable, but possibly at team meetings if necessary?

Our team's policy on maintaining this agreement is:

Regularly adjust it based on how the team goes. (dependent on the situation)

Keep the team agreement up on the github. (in the wiki folder)

Absolutely. Always revisit & revise the team agreement. Whenever there's a change in situation.

If one of the teammate breaches the agreement, discuss with him, possibly find a way to adjust the agreement if the agreement is too strict/difficult to keep?