

# CSCB07 Project Agreement

## Group 6

### Team Members:

- Ayaan Shahab, [ayaan.shahab@mail.utoronto.ca](mailto:ayaan.shahab@mail.utoronto.ca) (Scrum Master)
- Eric Liu, [eri.liu@mail.utoronto.ca](mailto:eri.liu@mail.utoronto.ca),
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### Communication

1. Online Platforms:
  - **Discord Server** for managing communication in different phases of project through forums for each phase (requirements, planning, design, implementation, etc)
  - Meaning technical communication on **Github** and **Jira** regarding tickets, PRs, merges, etc
2. In-person:
  - Meet and discuss during every **Tutorial**, alongside clarifying question from Teaching Assistant and Professor

Our expected response time is 10 minutes for our Discord Server. We expect everyone in the group to be willing to promptly respond and support our other team members.

### Meetings

We plan on conducting standup scrum meetings three times a week. The timings for the meeting are listed below:

- Monday 6:30pm-6:45pm
- Tuesday 6:30pm-6:45pm
- Thursday 6:30pm-6:45pm
- Friday 6:30pm-6:45pm

In these standup meetings, each team member would be required to share what work they have done since the previous standup meetings, what work they plan on doing before the next meetings, and if they are facing any obstacles or blockers. In the event of a team member

encountering an obstacle or blocker, we would briefly discuss steps to handle the situation and separate meetings would be scheduled to further discuss the matter if needed. Weekly recurring meetings will be set up on Zoom on the aforementioned days. Meeting details and passcode would be shared on Discord.

We plan to document each meeting using Google Docs, alongside defining Key Performance Indicators (these are already defined in the requirements of the assignment), helping us to stay on track despite any setbacks.

## Contingency Plans

### Member Unavailability:

- Short-term: Redistribute tasks temporarily.
- Long-term: Notify TA, reassign tasks, and seek guidance.

### Missed Deadlines:

- Internal: Hold an emergency meeting to adjust the timeline and tasks.
- Official: Inform TA immediately and seek advice.

### Technical Issues:

- Individual: Share resources or reassign tasks.
- Group-wide: Seek TA assistance and use support resources.

### Communication Breakdowns:

- Internal: Hold a meeting to address and fix communication issues.
- External: Escalate to the course instructor if needed.

### Task Overload:

- Reassess and redistribute tasks to balance the workload.

### Conflict Resolution:

- Address conflicts in a group meeting. If unresolved, seek TA mediation.