

CSCB07 Project Agreement

Group 6

Team Members:

- Ayaan Shahab, ayaan.shahab@mail.utoronto.ca (Scrum Master)
- Eric Liu, 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 30 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 four 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 meeting, 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.

On Wednesday, July 3 at 2pm we would be holding a meeting to create and review user stories that would be added to our backlog. Our sprints would be one week long. Each sprint would begin with a sprint planning meeting (right after Monday's standup meeting) where we would be discussing which user stories will be picked up in the upcoming sprint, and assign each team member their respective tasks. At the end of each sprint, we aim to conduct a sprint retrospective meeting (to be held after Friday's standup meeting) where we would be discussing what went well in the past sprint, and areas in which we could have done better.

Definition of Done

- All code must be formatted according to Google's Java style guide
<https://google.github.io/styleguide/javaguide.html>
- All code must be peer reviewed
- All code must be unit tested
- All code must meet the acceptance criteria as defined in the user story
- All commits and pull requests must follow the style conventions mentioned here:
<https://www.conventionalcommits.org/en/v1.0.0/>
- Branches must be named according to this standard:
[a-simplified-convention-for-naming-branches-and-commits-in-git-il4](#)

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.