

Team Expectations Agreement¹

- methods of communication (email, phone, messenger, text, . . .)

Official slack channel (stand-ups), Discord (everything else)

- communication response times (email, phone, messenger, text, . . .)

24 hours

- meeting attendance (when to meet, whether all meetings are mandatory, . . .)

- running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)

- meeting preparation (whether preparation is needed, what to prepare, . . .)

Meeting	Time	In-person/Online
Standups	Everyday	Online asynchronous
	Tuesday 3:00 - 4:00 pm	In-person
Sprint Planning	Thursday (before new sprint) 3:00 - 4:00 pm	Online synchronous
Sprint Retro	Thursday (after sprint ends) 3:00 - 4:00 pm	Online Synchronous

All members get a 'free pass' to miss one meeting.

- version control (what to/not to commit, content of log messages, . . .)

Master branch for releases.

Dev branch for each sprint.

Feature branches for individual work merged into dev.

Commit messages: clear message with files changed and description.

- division of work (how to divide work, who will decide who does what, . . .)

Everyone is a full stack developer and will work on tickets assigned fully.

Elena will be the scrum master.

- submitting assignments (when to submit, who will submit, who will review the submission, ..)

Scrum master will submit assignments.

Pull requests to review work throughout the sprint.

Everyone reviews work 2 days before submission.

- contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . .) We suggest that in these cases, team promptly seeks help from the instructor. It is important not to let such situations escalate.

Redistribution of work and escalation to instructor.

¹Based on Turning Groups into Effective Teams, Barbara Oakley et al., 2004

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

Elena Manneh - May 16th 2024

Davit Iskandaryan- May 16th 2024

Katherine Pravdin - May 16th 2024

Mohammad Al-Qasem - May 16th, 2024