

**Team Name:** 🧑‍🤝‍🧑 Fellas

**Members:** Carson Drobe, Davis Franklin, Robert Yacovelli, Abijeet Dhillon, Connor Cahoon

**Project Preference:** Discord Clone

**Lab:** L03 - Mondays, 12:00PM to 2:00PM PST

### **Team Goals and Objectives**

For the months of January until April, the team is to develop a finished application using software engineering principles taught in COSC 310. The main objective is to successfully complete each milestone, meet all requirements needed, and produce a finished product by the start of April 2024. Our goal is to build the application in a manner that is well documented and able to be a talking point for future reference. Another goal of the team is to achieve a grade of A+ on the project to be a testament of our commitment to the project.

### **Meeting Structure and Frequency**

We will have weekly meetings regarding planning and requirement analysis. In these meetings, we will decide if and how many stand-up style meetings are necessary for completing requirements. The stand-up meetings will consist of each member going over what they have completed since the last meeting and receiving feedback from the others. After this, we will analyze what needs to happen next and allocate who will do what.

### **Communication Expectations**

The team will use Discord as the main form of communication. Each member will be required to respond or interact with a message within 24 hours of the time it has been sent. Group members are required to attend group meetings, but with notice being absent from a meeting is acceptable.

### **Feedback Mechanisms**

Giving feedback to a team member:

Any group member who wishes to provide feedback should identify the purpose for giving feedback. Any personal feedback that is given to a group member should aim to be as specific as possible, highlighting clear examples. While providing feedback team members should aim to be positive and constructive, keeping individual strengths and abilities in mind. The goal of providing feedback is for the betterment of the group while creating a positive environment for learning opportunities.

Receiving Feedback from a team member:

Any group member who receives feedback should aim to stay open minded, we are all here because we want to succeed. Each group member wants the best for the group. If there are any questions, group members should always seek clarification and show appreciation for a group member's feedback.

Forms of feedback:

- TA's: GitHub Issues
- Team Members to Team Members (technical feedback/bugs): GitHub Issues
- Team Members to Team Members (personal feedback): Face-to-Face, Discord

### **Technical Details**

We will use GitHub to contain our code, Scrum meetings, and Kanban discussions. Issue tracking will primarily be handled in the feedback from TA's and the weekly meetings, but if necessary we will also use GitHub's issue tracker. All code uploaded to github is expected to have been fully tested by the submitter. Additionally basic unit tests should be created along with all code, with a reasonable coverage.

### **Conflict Resolution**

If conflict arises in the group regarding project direction we will first go to a vote to determine which path we would like to take. Each team member is required to respect the outcome of the vote. In the unlikely event of a serious conflict that cannot be resolved within the group, we will first go to the TA in an attempt to resolve it. If needed we will ascend the administrative ladder until a resolution is found.

### **Working Agreement Maintenance**

Any team member has the ability to change this document. The process of altering this document will be as follows. First, a team member will bring up the changes in a weekly group meeting. Second, every team member must review and agree upon the alteration. Last, the change will be implemented into this document and it will be updated on GitHub to reflect the team's current working agreement.

### **Signatures of Agreement**

Carson Drobe .  
Davis Franklin .  
Robert Yacovelli .  
Abijeet Dhillon .  
Connor Cahoon .