

## Team Expectations Agreement

As a team, we agree upon the following list of rules and expectations:

- Keeping communications through Discord
- Responding to communications within 24 hours
- Meetings held on group's Slack channel every business day: Monday 5:20 PM; Tuesday after lecture (in-person); Wednesday 6:20 PM; Thursday 7:20 PM; Friday 2:20 PM
- Everyone will collaboratively take minutes (meeting notes) for every meeting
- Commit code after a feature is completed and peer reviewed and merge with caution
- Content of log messages: Include what has been modified
- Division of work will be discussed within all teammates at the start of each sprint as to decide on who should be responsible for each user story
- If a team member drops out, we will distribute their work logically among everyone else
- If a team member consistently misses meetings, we will take note of it and it will reflect in our peer evaluation
- If a team member is visibly engaging in academic dishonesty, we will immediately reach out to the instructor

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

*Sarah Liu*

*Chelsea Chan*

*Shadmehr Hashem Zehi*

*Matthew Snelgrove*

*Victor Hurst*

*Jeffrey He*

*Divyansh Kachchhava*