

# CSC301 Team Contact

hireme

January 2023

## **1 Communication**

Our main method of communication will be through discord. We expect a response time of 4 hours or less, even if it's just an acknowledgment that you have read the original message.

## **2 Meetings**

### **2.1 Where to meet**

All meetings are online by default. Members can coordinate in-person meetings if needed.

### **2.2 When to meet**

We will have daily 15-minute standup meetings which will take place on the official CSC301 discord server or our private discord server with the following times:

- Mondays at 5:30pm
- Tuesdays at 8:30pm
- Wednesdays at 8:30pm
- Thursday at 8:00pm
- Fridays at 2:30pm

If any of the members are unable to attend, simply send a standup message with the content found in the 'Preparation' section of this contract.

We will have one meeting on the Saturday at 4:00pm immediately following the due-date for the previous sprint. This meeting will be for backlog maintenance, sprint-retrospective, and sprint planning.

If the majority of members are unavailable for any meetings, they will figure out a new timing using [when2meet.com](https://when2meet.com).

### **2.3 Preparation**

For standup meetings, all that is needed are a quick few sentences with the following information:

1. Progress you've made on your current task.
2. Any blocks or issues you are experiencing.
3. An estimate of when the task will be complete.

For all other meetings, no preparation is necessary unless indicated by other members.

## **3 Processes**

### **3.1 Version Control**

Git flow as described during tutorial one will be followed strictly by all members of the team. Pull requests are absolutely necessary and require at least 2 other members to review and approve as complete prior to merging. Commit messages should be detailed and informative but not too long.

### **3.2 Division of Work**

We will decide how to divide work as a team.

1. At the beginning of a sprint, we will decide as a team on what features/user-stories to implement based on their importance and feasibility.
2. Chosen features will be assigned evenly in terms of willingness or experience.

### **3.3 Sprint Submission**

- Aim to submit at least 5 hours before the deadline
- All members must review every deliverable

### **3.4 Contingency Planning**

#### **3.4.1 Team Member Dropping Out**

The tasks/stories assigned to the person that dropped will either be redistributed to others for the current sprint or will be put back onto the product backlog depending on the availability/workload of other team members. If the task is put back onto the backlog, it will later be distributed to remaining members. In the event that a substantial number of members drop out, the scope of the project will be reevaluated with the remaining members and a TA if possible.

#### **3.4.2 Missing Meetings**

There will be at least one person taking notes on important things covered during meetings which will be available to those that missed them. If certain members are consistently absent, a more accommodating meeting time will be arranged. If those members are still absent after accommodation without reason, it will be noted in their peer-evaluation at the end of the semester.

### **3.4.3 Academic Dishonesty**

Notify instructor and/or TA immediately.

## **4 Signatures**

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

- Kyuhyun Ryu
- Abhinav Meda
- Allan Henriques
- Ananth Chebolu
- Harshit Gupta
- Mohammad Qadir
- Fernando Mancini de Sousa