

Team Expectations Agreement

This Team Expectations Agreement outlines the standards and procedures our team intends to follow to facilitate effective collaboration.

1. Methods of Communication:

- Email
- Phone
- Discord

2. Communication Response Times:

- Responses are expected within 24 hours

3. Meeting Attendance:

- Regular meetings are scheduled every Friday at 4 PM.
- If two or more team members are unavailable to attend due to occasions, emergencies etc, the meeting will be rescheduled.

4. Conducting Meetings:

- Meetings will alternate between face-to-face and online formats.
- **Max Toong** will be responsible for taking minutes.

5. Meeting Preparation:

- All members are expected to review all materials sent out prior to the meeting.
- Preparation tasks will be assigned during the preceding meeting.

6. Version Control:

- Commit early and often to GitHub
- All commit messages must clearly describe the changes made.

7. Division of Work:

- Tasks will be divided equally and assigned during the meetings.
- Changes in responsibilities must be approved by all team members.

8. Submitting Assignments:

- Assignments must be submitted before 11:59 PM on the due date.
- All team members will be responsible for reviewing the submission.
- **Max Toong** will be responsible for the final submission.

9. Contingency Planning:

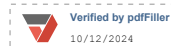
- In the event of a team member being unable to continue, the team will consult with the instructor.
- Consistent absence from meetings without valid reasons will be reported to the instructor.

Acceptance:

By signing below, each team member commits to adhering to these guidelines as set forth in this agreement.

MAX TOONG

Saina Shishegar

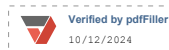


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Badra Elmi

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Rizan Bhanwadia



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