

Team Expectations Agreement

1. Methods of Communication

Primary Communication: Our primary method of communication will be email and Discord for quick discussions.

Platform for File Sharing: GitHub will be used to share all documents and files among team members.

2. Communication Response Times

Response during Weekdays: Responses to messages are expected within 4 hours.

Response during Weekends: Responses are expected within 12 hours.

3. Meeting Attendance

Weekly Meetings: The team will meet once a week on Tuesdays at 9:00 AM. Meetings can be face-to-face or online, depending on the group's availability.

Mandatory Attendance: Attendance is mandatory for all team members unless a valid reason is given in advance.

Notice of Absence: Team members must provide at least 24 hours' notice if they are unable to attend a meeting.

4. Running Meetings

Facilitator: The team will rotate meeting facilitators every week, with the facilitator responsible for creating the meeting agenda.

Minute Taker: One team member will take minutes during the meeting and is responsible for sharing them within 24 hours.

Meeting Format: Meetings can be conducted either face-to-face or online (Google Meet or Discord), based on the team's preference.

5. Meeting Preparation

Preparation Required: Each team member should review the agenda and come prepared with updates on their assigned tasks.

Required Materials: Any relevant documents or data required for discussion should be prepared before the meeting.

6. Version Control

Platform: The team will use GitHub for version control.

Commitment Rules: Only completed work should be committed to the main branch. Experimental work should be done in separate branches.

Log Messages: Commit messages should be clear and descriptive (e.g., "Added user authentication feature").

7. Division of Work

Task Assignment: Tasks will be assigned based on the skillset and availability of each member. Task assignments will be reviewed collaboratively.

Equal Workload: Each team member is responsible for an equal amount of work. This will be reviewed and adjusted as necessary.

Accountability: Each member is responsible for completing their tasks on time.

8. Submitting Assignments

Submission Deadline: The final draft of all assignments must be completed at least 48 hours before the submission deadline for review by the team.

Reviewer: One team member will be responsible for reviewing the assignment for accuracy, consistency, and formatting.

Final Submission: The team leader or an assigned member will submit the final assignment before the official deadline.

9. Contingency Planning

Team Member Drop-Out: If a member drops out, the remaining members will reassign tasks and inform the instructor promptly.

Missed Meetings: If a team member consistently misses meetings, the team will discuss the issue with them, and if unresolved, notify the instructor.

Academic Dishonesty: Any instance of academic dishonesty will be reported to the instructor. Upon confirmation, the dishonest team member will be removed from the project.


Team Member Signatures

We, the undersigned, agree to follow the guidelines set forth in this agreement to ensure effective teamwork:

Leroy-David Musa (219198761):



Mame Mor Mbacke (218666206):



Oluwasegun Oroge (218322032):

Tamjeed Shariff

Tamjeed Shariff (2185525628):

This contract will be retained by the team lead, and it will be referenced in case of team disputes or issues.