

## Team Contract

**Team Name:** Green Bean

**Date:** Oct 12, 2024

**Team Members:** Orrin Cruz, Mark Ngo, Prabhjot Dhaliwal, Vishrut Kevadiya, Brian Nguyen,

### 1. Methods of Communication

- **Primary Tools:** Email, Discord, Phone

### 2. Communication Response Times

- **Email:** Within 24 hours
- **Discord:** Within 4 hours during working hours
- **Phone:** Within 12 hours of contacting the individual

### 3. Meeting Attendance

- **Frequency:** Weekly (Every Tuesday and Thursday)
- **Attendance:** All meetings are mandatory unless notified in advance

### 4. Running Meetings

- **Format:** Online via Discord Server
- **Minute Taker:** Rotates weekly among team members and based on the material being identified if it pertains to other parts of the project

### 5. Meeting Preparation

- **Preparation Required:** Preparation is required when looking at key pieces of functionality of the project, but in a recap or brief meeting preparation is not required
- **What to Prepare:** Agenda and any necessary materials to discuss

### 6. Version Control

- **Commits:** Discussion with the group before anything is fully committed to the main branch of the project as to ensure integrity of all functionality and keeping everyone up to date on changes that are being made
- **Log Messages:** Use clear messages for all commits and mentioning any major or minor changes in their commit, keep more detailed explanations within the comments in the code

### 7. Division of Work

**<sup>1</sup>Method:** Tasks will be assigned based on team member strengths

☐ **Decision Maker:** Team will collaboratively decide on task allocation

## 8. Submitting Assignments


- **Submission Timing:** Assignments due on the agreed deadline
- **Responsibilities:** One member will submit, and another will review before submission

## 9. Contingency Planning

- **Team Member Drops Out:** Seek help from the Instructor/TA immediately
  - **Consistent Absences:** Discuss with the team and notify the instructor if necessary
  - **Academic Dishonesty:** Report to the instructor without hesitation
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**Agreement:** By signing below, team members agree to adhere to these guidelines.

**Signatures:**

 Orrin Cruz

 Mark Ngo

 Prabhjot Dhaliwal

 Vishrut Kevadiya

 Brian Nguyen