

# Team Expectations Agreement

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## Communication

- Communication will be done on Discord. However, in the case that there is a dire issue that needs to be resolved or a meeting is being held, the team will try to call the team member.
- Communication response time on discord should be during the same day.
- A member must communicate any changes they make to the repository or a submission. All decisions must be run by the team.

## Meetings

- Meeting attendance is mandatory and meetings are held on Discord unless otherwise agreed upon by the team. If you can't make it to a meeting, you must mention it during planning and an alternative time should be provided.
- In case meeting minutes are needed, it will be decided on who will do it in the beginning of meetings.
- To prepare for the meetings, have the status of the tasks you are responsible for ready.

## Technical requirements

- For version control, make a branch for each commit and put your pull request on Discord for someone to check.
- Commit messages should be meaningful.
- Document your code to make it understandable for other team members and the TAs.

## Submitting requirements

- Each member must complete the task(s) assigned to them and will be reviewed by the team.
- A member must not submit a requirement without it having been reviewed.

## Division of work

- Division of work will happen at the beginning of every sprint through a meeting.
- All members must do tasks properly and as soon as possible to avoid blockers.
- If you cannot do something, ask the team for help before the set due date.
- Requirements must be submitted before the due date.
- Your work must follow the decisions made by the team. If unsure, ask the team.

## Issues and contingencies

- If a member constantly misses deadlines and does not deliver their portion of tasks based on the course requirements and the quality expected by the team and the course, they will be asked to leave the team.
  - In the case of any issue, if it cannot be resolved within the team, the issue will be elevated to the TAs and course instructor.
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We accept these guidelines and intend to fulfill them (sign below):

Jayden Brooks

Jayden Brooks

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Jarod Lustre

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Amanuel Aknaw

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Kimia Rajaeifar

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Fred Hong

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