

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

Name (print)	Signature (Student Number)	Date
Pranay Tavanam	215197692	10/10/2025
Shehab Kandil	218987404	10/10/2025
Amraj Randhawa	219554963	10/10/2025
Harshmeet Malhotra	218353623	10/11/2025
Thor Laski	217279928	10/11/2025

**Methods of communication:**

- Discord (Main)
- Phone

**• Communication response times**

- We expect to hear back from each member within 48 hours

**• Meeting attendance:**

- 1 mandatory meeting (Monday 7:30pm)
- 1 optional (if anyone requires assistance on short notice(can change weekly based on needs))

**• Running meetings:**

- Discord group calls - approx. 1 hour long

**• Meeting preparation:**

- Prepare discussion topics, organize tasks and assign roles, summarize meetings at the end.

**• Version control:**

- Any new changes are made on separate branches, and before any upload is done the other team members will code review and then once everyone confirms its good, then the branches will be merged with the main branch.

**• Division of work:**

- Decided during meetings, or by volunteering based on strengths

**• Submitting assignments:**

- Documents will be reviewed by peers who did not directly work on it
- Pranay will handle submissions

- **Contingency planning:**

- If a member doesn't respond in prescribed timeframe, they will be reached out to privately
- If there is still no response, then we will document an absence and/or incompleting tasks assigned to said member
- If this is a common occurrence then instructor will be contacted
- If we lose a group member for any reason, mandatory tasks will be evenly distributed across members, and extra/optional app features can be dropped to reduce tasks and overall work load