Team Expectations Agreement

EECS 3311 — Fall 2025

Team : Group P

Purpose. Clear expectations help teams avoid common issues (missed messages, uneven workload, unclear ownership). This agreement records the norms your team commits to for Sprint 0 and beyond. Keep it concise and specific; you can revise it later by mutual consent.

Team

Name	Student ID	Section	YorkU Email
JeelKumar Patel	211952761	B	Jeelp50@my.yorku.ca
PurveshKumar Patel	219520873	B	Purvesh@my.yorku.ca
Manav Advani	220088589	B	manav14@my.yorku.ca
Pooja Shah	219677038	B	poojas04@my.yorku.ca
Pulkit Grover	220367157	B	pulkit09@my.yorku.ca

Communication and Cadence

Channels and norms:

- **Discord (primary):** `https://discord.gg/4BgXbJAWJc`   (#announcements,#inspirations;#general.

- **Email :** team list using YorkU emails above; use for formal notices and deliverable summaries.

- **Response time:** Weekdays 9:00–22:00 ET $\rightarrow$ within 6 hours; weekends $\rightarrow$ within 24 hours.

Meetings

- **Standup cadence:** 30 minutes on Mon/Wed at 18:30–18:45 EST (Discord voice).

- **Weekly working session:** 60 minutes, Scott Library (2nd floor) with Zoom (link pinned in Discord).

- **Attendance policy:** Mandatory. Notify the team at least 12h in advance for excused absence. Two unexcused absences in a sprint $\rightarrow$ escalation to instructor/TA.

Preparation and Working Agreements

- **Pre-reads / artifacts before meetings:** review assigned backlog items, open PRs, CI/build status; come with blockers and an updated estimate.

- **Definition of "Ready" for stories:** clear goal; acceptance criteria (Given/When/Then or checklist); size $\leq$ 1–2 days; dependencies identified; basic design sketch (class diagram or I/O contract); test ideas noted.

- **Collaboration hours (overlap time):** Mon–Thu 19:00–22:00 ET; Sat 12:00–14:00 ET (pairing encouraged).

Version Control and Quality

- **Repo:** Private GitHub (or Classroom) shared with the team and TA/instructor.

- **Branches:** Do work on short feature branches; merge to `main` via pull request only.

- **Review:** At least one teammate reviews every PR; no self-merge.

- **Build & tests:** Project builds and unit tests pass before review.

- **Commits/PRs:** No secrets; small, focused changes with clear messages.

- **Done & integrity:** Compiles, tests pass, brief docs updated, review approved.

Division of Work and Deadlines

- **Task assignment:** based on skills/interest with rotation for growth; pair on complex tasks.

- **Rotating roles (weekly):** Standup Lead (standups/notes), Test Lead (tests/coverage), Repo Lead (PRs/releases). Week 1: *Manav* (Standup), *JeelKumar* (Test), *Purvesh* (Repo). Rotate alphabetically thereafter (Pooja, Pulkit, . . .).

- **Deadlines:** internal freeze 48h before course due time for review and fixes; late changes after freeze require team consent.

- **Submission owner:** same person as weekly Repo Owner (final reviewer/uploader).

Contingency Plans

- **If a member misses two meetings:** DM + summary email; tasks rebalanced; third miss triggers instructor/TA notification.

- **If a member drops or is unresponsive (>48h):** reassign work at standup; document impact in sprint notes; notify instructor/TA.

- **Academic integrity:** follow course policies. External code must be permitted and cited in README. No sharing of private solutions; no unauthorized collaboration.

Acceptance

We accept these guidelines and intend to fulfill them.

Name (print)	Signature	Date
JeelKumar Patel	JP	10/10/2025
PurveshKumar Patel	PP	10/10/2025
Manav Advani	MA	10/10/2025
Pooja Shah	PS	10/10/2025
Pulkit Grover	PG	10/10/2025