Team Expectations Agreement

Methods of communication

All communications are to be done through **Discord**.

Communication Response Times

Urgent: includes hot fixes, submission(s) due the next day / midnight that day.

- Posted @ 5:00 p.m latest.

- Respond in 2 hrs.

Normal

- Respond in 24 hrs.

Meeting Attendance

Time: Monday @ 1:00 p.m (mandatory).

Duration: ~1 hr.

- The group must be notified in advance should a member cannot attend to it.

Running Meetings

- **Hybrid** (can choose between virtual / face-to-face).

- Flexible minute-takers.

Meeting Preparation

- Fulfill tasks assigned to from the previous meetings / in communications.

Version Control

- git flow (see this [link](#)).

Division of Work

- To be negotiated depending on the work item.

Submitting Assignments

Finalizing: 2-7 days prior to the deadline.

Submission: 24 hrs prior to the deadline.

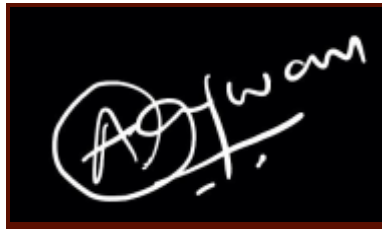- Submissions will be reviewed by Klodiana.

Contingency Planning

Promptly seek help from the Instructor and prevent escalation.

Additional Guidelines

Activities are to be logged on Trello via this link.

We commit to be proactive and to update this agreement if any issues arise.

We accept these guidelines and intend to fulfill them.

Name	Signature	Date
Klodiana Kamberi		Mon Sep 22
Akash Deep		Mon Sep 22
Trong Duc Nguyen		Mon Sep 22

Trung Hieu Nguyen		Mon Sep 22
Tjioe Andrew Elvio Febrian		Mon Sep 22