

Team Contract

Methods of communication (email, phone, messenger, text, . . .)

Communications will primarily occur via Slack and Discord

Communication response times (email, phone, messenger, text, . . .)

Responses to messages on Slack or Discord should be provided within 1-2 hours, unless specified otherwise

Meeting attendance (when to meet, whether all meetings are mandatory, . . .)

Mandatory weekly meetings:

- Monday at 9pm on Slack
- Wednesday at 8:15pm on Zoom
- Thursday at 12 pm on Slack

Meeting times/locations may be adjusted as needed. If a team member cannot attend, they should provide an update on Slack or Discord.

Running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)

Please refer to the meeting attendance above for meeting time and location. All meetings are online. There is no designated meeting leader, all members are responsible for contributing.

Meeting preparation (whether preparation is needed, what to prepare, . . .)

Team members should review relevant documents, sprint details, and project Google Docs, and also review others' work when applicable.

Version control (what to/not to commit, content of log messages, . . .)

- Store sensitive information (secrets, API keys, database credentials) in the .env file, and ensure it's included in .gitignore—never commit or push the .env file.
- Unless specified otherwise, all changes to main and develop branches must be made via pull request and approved by at least two team members before merging.

Division of work (how to divide work, who will decide who does what, . . .)

Work will be planned during the meetings.

Each team member should be Scrum Master once. The Scrum Master will be responsible for assigning tasks to members on Jira.

Submitting assignments (when to submit, who will submit, who will review the submission, ..)

Tentative due date: The day before each respective assignment is due

When to submit: Afternoon of Submission due date

Who will review the submission: Everyone on the team

Who will submit: William Choi

Contingency planning (what if a team member drops out, what if a team member consistently

misses meetings, what if a team member is academically dishonest, . . .) We suggest that in these cases, team promptly seeks help from the instructor. It is important not to let such situations escalate.

In these events, the team will promptly inform the instructors and discuss appropriate steps to address the issue.

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

William Choi

Kushal Patel

Michael Wang

Ivy Nguyen

Daniyal Iqbal

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.