CSCC01 Team Expectations Agreement

Methods of Communication: We will use mainly Facebook Messenger and Slack daily to communicate online. Email will be used when needed (last resort in communicating someone).

Communication Response Times: The expected response time to Facebook Messenger, Slack and Email should be, at the minimum, within a day. If a team member send a message, a response is expected at least by the end of the day (at 7 pm). For group deadline days, a response should occur within 2 hours.

Regular Meeting Times: We will have regular meeting times with the TA at 5 pm on Wednesday, and a regular meeting collectively as a group on Monday 6 pm. As the project progresses, we will have as needed meetings Monday to Thursday at 6 pm.

Meeting Attendance: For team meetings, everyone must attend the Monday 6 pm meeting, and the TA weekly meetings (tentatively every Wednesday at 5 pm) in the BV Linux lab or the TA's office. Otherwise, everyone must try to attend the other meetings that we will set up in the future. If the team member cannot come, he/she must provide a reason.

Running Meetings: The meetings will be conducted in person at school, and online (as needed) through skype/facebook. Jacqueline is the delegate for recording down meeting minutes for now (will rotate as needed).

Meeting Preparation: We expect that each team member will prep for each meeting. To keep this expectation realistic and simple, the meeting should be prepped in such that each team member is to discuss the topics that were brought up from the previous meeting, they can do this by checking the previous meeting minutes and the team member should also discuss next steps - discuss what was done, what wasn't and if you need help. Of course, they should also bring up anything important and as needed.

Version Control Terms:

· Everyone must be careful with the master branch. We all agree that we will ask for if anyone of us is unsure with anything in terms of Git/version control and that he/she must follow general good Git practice.

· Everyone must use the agreed team .gitignore file

· Log messages should include a high-level overview of changes, the filenames that you have changed, but highlight important details as needed. Most importantly, by looking at such log message, other team members should get the general idea of what was changed.

Division of Work: We have delegated Ray to be our scrum master to help us in dividing work when we follow the Agile processes. Ray and Jamie will also help lead the sprints as they have both have working experience in Agile development. We will all contribute to the project in terms of coding and report writing, and will ensure this by constantly communicating.

Submitting Work: Everyone should review and submit their work onto the GitHub repository. They must check GitHub frequently and be onboard with the meetings to understand what needs to be submitted or review. We agree that everything should be completed and submitted before a new sprint begins (1 week sprints). The deadline for deliverables should be the Friday before the deadline,

but may change as needed. The team member should provide a weekly Friday report on that they have accomplished to inform others on what they did for the deliverable.

Contingency Planning: We will choose a software/programming language where everyone or mostly everyone understands so that if anyone drops out of the class, the project progress will not be majorly compromised. Also, we will inform the TA if a member drops out and ask for advice. If a team member is sick in mid sprint, we will start dividing work as needed among the team. However, if a member is sick before a sprint starts or knows they will be away for more than a week, we agree not to assign them work and that member must catch up with bonus work later. For other reasons, such as a team member consistently missing a meeting, or is academically dishonest, we will seek advice from the TA/instructor and promise to commit in reaching to a resolution.

Other:

We agree to use CamelCase as the convention not Snake

We agree to use GitHub project boards for our user stories/project issue management

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

Jacqueline Chan	
Andros	
Sean	

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.