

## **Communication**

The majority of the communication will be through the group Discord server. In emergencies, group members may be contacted via their preferred method of communication specified in team.md. It is expected that group members will respond to communication within 24 hours, ideally 12 hours.

## **Meetings**

The group will have 15-minute standup meetings every Monday, Wednesday, Friday on the official CSC301 Discord server at 8 PM. 1-2 days before the start of each sprint, the group will have a longer meeting (approx. 1 hour) on the team Discord server to plan the upcoming sprint. Group members must attend all meetings unless they have a valid excuse (sick, personal reasons, etc.). A timer will be set at the start of each meeting to ensure that meetings are not too long. For the standup meetings, group members should be ready to answer the 3 questions (What have you done since yesterday?, What are you planning on doing today?, Any impediments or stumbling blocks?). No preparation is needed for the sprint planning meetings.

## **Version Control**

We will follow Git Flow and commit any significant changes. Log messages should be descriptive and useful. We will have development/feature branches along with the main/master branch. Prefer rebase than merge so the commit will not be polluted. After completing a feature to rebase, a pull request is advised. Group members will review code that has been pushed.

## **Division of Work**

The work will be divided evenly. The team will discuss together who wants to work on what part of the project.

## **Submitting Assignments**

Work should be submitted at least one hour before the deadline, the last hour should be used to look for any last-minute errors. Each person is responsible for committing their work before the deadline and each team member will review another team member's submission for errors.

## **Contingency Planning**

In the case of missing the meeting, the person who missed will receive the work which is left from the meeting members. We will automatically assign a rational amount of work to the missing member. If a team member drops out, their workload will be split evenly amongst every other remaining group member. In other situations such as a team member consistently missing meetings or a team member being academically

dishonest the rest of the group will first try to solve the problem together, otherwise, the team will seek help from an instructor.

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

Kesavar Kabilar

Keith Gan

Nathan Ralph

*Hongling Li*

Ryan Laporte

*Sahil Malek*

*Faraz Shaikh*