Team Contract

Methods of Communication

We will use Discord as our primary form of communication. We will utilize the CSCC01 main server, created by the instructors and TAs, alongside our own team server.

Communication Response Times

Under normal circumstances, team members are expected to respond to messages within 24 hours. If a deadline is 48 hours away, we expect a response time of less than 4 business hours*.

*Business hours: 9am-5pm, or 2pm-10pm for those of us who work full time.

Meeting Attendance

All daily standup and sprint presentation meetings are mandatory.

Other team meetings are mandatory given that the member agrees to attend it beforehand (given a 24 hour notice).

In extenuating circumstances (medical reasons, family emergencies, etc) it is okay to miss a meeting.

Running Meetings

We will have daily standup meetings (for 15 minutes) in the main CSCC01 discord server. In the meetings, we will discuss what we did today, and what we will do tomorrow. Catherine will be taking notes and keeping track of the time. In the event that a member cannot attend the standup, we will try to accommodate by changing the time we conduct the meeting that day. Schedule:
- Monday: 9pm EST
- Tuesday: 9pm EST
- Wednesday: 5pm EST
- Thursday: 9pm EST
- Friday: 9pm EST

When necessary, other meetings will take place in our private discord server between members who decide to have them.

Meeting Preparation

Group members will write out topics (rough notes are fine) they wish to discuss during the next meeting in a shared Google doc.

Version Control

We will be using Github classroom and a private repository, as required by the course.
Git expectations:
- Write good commit messages:
    - Descriptive and accurate
    - Present tense and always start with a verb
    - (ex: fix nav-bar bug where buttons would link to the wrong section of the website)
- Push into the correct feature branch, assign someone to code review and merge
- Do not merge without having someone review the code beforehand
- Do not push broken code and make sure to thoroughly test anything you push
    - Do not force commits

Division of Work

Michael will assign tasks through Jira. We will communicate actively to ensure that everyone is doing a task that they prefer to be doing (as much as possible), as well as communicate our capabilities and refuse a task if we believe that we will not be able to accomplish it.
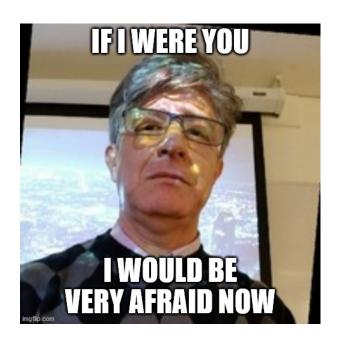
Submitting Assignments

Maryam is in charge of reviewing the work at least three hours before the assignment deadline and handing it in. In the event that there is too much code to review, those who are available will assist with the effort.

Contingency Planning

If a team member drops the course, we will distribute their work equally amongst the remaining members.

If a team member isn't doing their work, we will try our best to contact them and raise our concerns. If after confrontation they still aren't doing work, we will contact the instructional team.

Group members are prohibited from committing academic offenses. In the case of a team member committing an academic offense involving the group project, we report the member to the instructional team and distribute their remaining work equally amongst the other members.

We accept these guidelines and intend to fulfill them (sign below):
Maryam Gohargani - May 15, 2021
Michael Sheinman Orenstrakh - May 15, 2021
Ethan Lam - May 15, 2021
Catherine Xia - May 15, 2021
Jan Garong - May 15, 2021
Hai Yang Tang - May 15, 2021
Akira Takaki - May 15, 2021