Team Expectations Agreement

1. Team Members

- **Eric Liu**
  - UTORid: liueri35
  - Student Number: 1009906005
  - Email: eri.liu@mail.utoronto.ca
  - Phone: 647-809-4975
- **Harguntas Benipal**
  - UTORid: benipa28
  - Student Number: 1010298170
  - Email: harguntas.benipal@mail.utoronto.ca
  - Phone: 647-338-1760
- **Michael Hao**
  - UTORid: haomich1
  - Student Number: 1009952320
  - Email: michael.hao@mail.utoronto.ca
  - Phone: 204-869-5743
- **Kaito Watanabe**
  - UTORid: watan111
  - Student Number: 1009803713
  - Email: kaito.watanabe@mail.utoronto.ca
  - Alternate Email: kaito.mclean@gmail.com
- **Christian Rogers**
  - UTORid: roger124
  - Student Number: 1010312895
  - Email: christian.rogers@mail.utoronto.ca
  - Phone: 705-795-6508

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2. Methods of Communication

- Primary methods: Slack group chat.
- Backup methods: Discord group chat, phone calls, texts,

3. Communication Response Times

- Group chat and email: Respond within 24 hours.
- Urgent issues: Respond within 2 hours via phone or text.

4. Meeting Attendance

- Have a (3 times a week standup) Monday, Wednesday, and Saturday at 7 pm. Each meeting is a maximum of 15 minutes.
- Have pre and post-sprint meetings that are at the start and end of the respective sprint whenever that date falls.
- We will use Slack calls for standup, and sprint planning/retrospective.

5. Running Meetings

- A rotating member will chair the meeting and take minutes. Minutes will be shared within 24 hours.
- The agenda will be prepared and shared at least one day before the meeting with Google Docs.

6. Meeting Preparation

- Review the agenda and complete assigned tasks before meetings.
- Be prepared to provide updates on your progress and discuss challenges.
- The following questions will be asked of each member:
    - What did you do from the last standup till now?
    - What do you plan to work on from this standup till the next?
    - Do you require any assistance with your task(s)?
- Sprint Planning: this is a mandatory meeting that will occur biweekly, with the exact date and time to be decided at a later time for each, or it can occur at the same time after a Daily Standup. This meeting will be used to plan out the next sprint and what each team member will be required to work on.
- Sprint Retrospective Meeting: this is a mandatory meeting that will occur biweekly at the end of each sprint and will be used as a time of reflection and learning for the next sprint. The exact time and date for this meeting will be decided at least 1 week before. If you have suggestions for improving the next sprint, come prepared

7. Version Control

- Use GitHub for version control.
- Use git flow for feature branches.
    - Main/Master is production
- Commit messages must clearly explain changes (e.g., "Added login functionality").
- Branch Naming Conventions A branch should begin with a category, reference, and brief description and will follow the below pattern: {category/reference/description}
- Category
    - Feature: Adding or Modifying a feature
    - Bugfix: Fixing a Bug in development
    - Hotfix: Fixing a Bug in Production, and/or Release
    - Chore: Everything else (documentation, formatting, adding tests and others), where each branch points to a ticket number and must follow this format {FIN-#},

but if no reference exists then add non-ref Description This is meant to be a brief description of the branch U.

8. Tests

- Test locally before each commit, linter checks (git commit hooks), and then use GitHub actions to test for each commit to remote
    - Cypress for frontend for E2E testing
    - Jest for unit testing
    - Postman for API testing

9. Division of Work

- Work will be divided based on individual skills and availability during team meetings.
- Assignments will be tracked using a shared tool (JIRA).
- Ideally, team members would be able to choose stories that they would like to work on, but if multiple team members want the story it will be given to an individual with the least number of task(s) first, else given to an individual who has worked on this previously. Some stories may require assistance and in this case, we recommend pairing up with someone who has worked on a similar story. To evaluate how long a story will take we will use the Fibonacci Estimation Technique
    - 1, 2, 3, 5, 8, 13
    - Max 8 points for a ticket, any more and it should be split into smaller tasks
    - 8 points minimum per person?

10. Submitting Assignments

- All submissions must be reviewed by at least two members 24 hours before the deadline.
- When it comes time to submit work for marking at the end of each Sprint, we will follow the release method of Git Flow
- Create a branch called release/(MAJOR.MINOR.PATCH) at least 1 day before the due date.
- All features for this release must have been completed at least 1 day before the due date.
- At least 1 team member is required to review each other's stories and see if there are any bugs or missing documentation and meet the acceptance criteria for it
- Repeat the above step until all the team members approve the changes The MAJOR.MINOR.PATCH is related to Semantic Versioning. Once it is approved by the team it will be squashed and merged into both 'develop' and 'main' branches, with one for the main being tagged. This will be done by an alternating individual in each sprint.

11. Contingency Planning

- If a team member consistently misses meetings or tasks, the issue will be addressed privately first.
- If unresolved, the team will inform the instructor.
- In cases of academic dishonesty or team member dropout, the instructor will be notified immediately.

By providing my name here digitally, I acknowledge that I have read and understood the team agreement thoroughly. I agree to these terms and intend to fulfill them to the best of my abilities.

12. Signatures:

1. Eric Liu - 01/23/2025
2. Harguntas Benipal - 01/23/2025
3. Michael Hao - 01/23/2025
4. Kaito Watanabe - 01/23/2025
5. Christian Rogers - 01/23/2025