



Team Agreement for CIS 5570 Group Project

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All team members are required to accept the Team Agreement and are bound to follow the following rules and regulations with regards to the CIS 5570 Group Project (5 independent assignments): -

- Every member needs to give equal participation and contribution towards the overall development of the project. If the team members notice a lack of participation or contribution coming from a specific team member, they shall first talk to that individual and try to resolve the issue. If the issue persists, the team members may contact the PM or the Professor.
- It is imperative that all team members be present during all the team meetings, discussions and weekly Sprint meetings with the PM. Absence of attendance can be allowed only in case of health issues or other emergencies. It is important that all the team members are notified before-hand about your non-attendance in the meeting. Giving a valid reason is mandatory, failing which the team members can approach the PM or Professor regarding the issue. Respect the team members' time - have your material/resources ready and be on time.
- It is important that all the tasks in the project are completed along with mutual consent amongst all the team members. It is important that all the team members are consulted before a major change is introduced in the group project repository. In case of disagreements amongst the team members, highest majority shall prevail, and healthy discussions are encouraged as opposed to unruly arguments. All discussions can lead to a conclusion with common consensus if the discussions are meaningful and devoid of any bad motive.
- Working together as a team is extremely important for the success, timely completion and smooth functioning of a group project. If a team member is facing any issue in a particular aspect of the project, it is the other group members' duty to help them overcome the issue. Insulting or putting someone down will not be tolerated and any bad behavior towards a team member/s, regardless of the problem, will result in the intervention of the PM or the Professor.
- It is essential that all team members complete their tasks and don't leave any work incomplete to prevent the quality of the project from getting degraded. Honesty and transparency are expected from all team members. Approaching other team members when one faces a problem with regards to the project is highly encouraged and will not be looked down upon. Achieving the vision of your project in the form of a fully functioning system should be the common end goal.

- All team members should stick to the project guidelines with respect to the technologies, platforms and frameworks to be used. Completion of the basic, necessary features should be given preference over additional, complex features. Follow the versions of tools which are compatible with all the other technologies being used in the project. Comment your code wherever necessary so that it is easier for other team members and graders to understand our code, and this also makes debugging easier. Kindly stick to a standard/universal code writing style which is easier to read, debug and understand. Incase you have taken inspiration or copied from an online code, giving credits in the comments is mandatory.
- Update the team members regularly about your progress so that everyone is in the loop. Communication is key in group projects and hence, discussions are highly encouraged in group chats. Maintain a personal excel sheet/ journal to track your activities and giving access of this sheet to other team members is although optional, but highly recommended.



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