Team Expectations Agreement

- methods of communication (email, phone, messenger, text, etc)
  Discord
- communication response times (email, phone, messenger, text, etc)
  Within 1 day
- meeting attendance (when to meet, whether all meetings are mandatory, etc)
  Standup: Monday, Wednesday, Friday: 10:30am EST
  Sprint Planning: Start of a sprint (Time TBD)
- running meetings (when, where, face-to-face vs. online, who takes minutes, etc)
  Online Discord Call, during standup and sprint plannings.
- meeting preparation (whether preparation is needed, what to prepare, etc)
  No preparation needed.
- version control (what to/not to commit, content of log messages, etc)
  Each member works on their own branch for each jira task.
  Commit the source files (don't commit .class files, etc)
- division of work (how to divide work, who will decide who does what, etc)
  Work (Jira tasks) will be divided and assigned during sprint planning (at the start of each sprint).
- submitting assignments (when to submit, who will submit, who will review the submission, etc)
  Every member pushes the source code they worked on to the repo, include in the commit message the Jira ticket. (i.e. "[DEMO-61] Added the home page")
- contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, etc)
  Re-allocate work based on meeting decisions.

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We accept these guidelines and intend to fulfill them (sign below):
_____Alex Wong_____
_____Han-Shin (Henson) Chen__
_____Hung Jen Lin__
_____Timofey Smetanin
_____Jenny Yu___
_____Simon Ha_____
_____Kuan-Te Lu_____