

CSCC01 Team Expectations Agreement

Communication

- Main method of communication is through Discord
- Response times within discord messages (using the @ function) should be within a day
- Members may utilize two additional channels within discord
 - The *idea-whiteboard* is used so that members can post any technologies/ideas, later to be presented to the group
 - It is believed that the client always has priority information, so there is a dedicated channel called *client-info* where information from the client is posted

Meetings

- Meetings are scheduled to be on Thursdays at 6:10pm
- Emergency meetings may be requested from any member if there is a topic of urgency to be discussed
- Pre-emptive agenda goes as follows:
 - Client needs/changes
 - Scrum-like meeting, answering the following
 - * “What was I working on?”
 - * “What am I working on now?”
 - * “Am I blocked on anything”
 - Idea whiteboard
 - Design/Refactoring

Delegation

- Members take initiative to commit to what parts they are comfortable with
- Retaining parts will be decided in terms of how tightly coupled the parts are

Version Control

- Members must have detailed commit messages; it may include functions or classes that have been changed
- If there are any unnecessary files generated, it is in the committer’s duty to include a .gitignore

Submission

- Members must submit their work on Mondays at 12:00am prior to a deliverable deadline
- A “Buddy System” is implemented where, as an example,
 - Person A checks Person B’s work
 - Person B checks Person C’s work
 - and so on

Contingency Plan

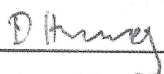
- Disagreements will come naturally given the nature of the course. If an argument gets heated between members (e.g. unnecessary yelling) argumentative members may take a walk and drink some water to get some head space
- If a member plans to drop the course, (s)he must inform all team members beforehand, informing the team what part(s) (s)he is delegated
- All members wish academic success for all members, and this statement is not just limited to CSCC01. If a member is blocked by another course, that person must inform the group beforehand
- Members may notify the assigned TA about any group members that are inconsistent with planned meetings
- If a member is unsure about academic dishonesty, (s)he must be proactive and discuss with the assigned TA and/or Professor Sans about such topic

Agile Methodolgy

- Product Backlog:
 - Dann and Susan may meet with the client (on Thursdays) for any clarification or updates
 - Any information from the client will be presented to the team on the same day
- User Stories: Derived from Product Backlog
- Scrum meetings: May be documented on Thursdays
- Sprints: Occurs on a weekly basis
- Sprint Backlog: Contains a compilation of user stories where members are properly delegated their part

By signing below, we accept these guidelines

Riaz Firoz Charania: 

David Jin Hao Huang: 

Dann Justin Sioson: 

Susan Shuhan Wang: 

Pin (Philip) Yao Zhang: 