TEAM AGREEMENT

Methods of Communications
• Facebook messenger: Primary team communication
• Slack: Team communication with TA
• Skype: Weekends meetings as necessary

Response Times
• within the day / 24 hrs

Regular Meeting Times
• Monday 5-6p.m. and Friday 3-4p.m.

Meeting Attendance
• everyone for regular face-to-face team meetings(Mandatory)
• the team will meet with all members present at least once a week
• optional attendance for Skype meeting, will be planned and discussed in Messenger

Running Meetings
• Face-to-face meetings twice a week on campus
• Skype meeting (Depending on urgency, will allow optional attendance)
• Everyone will be taking notes on each other's ideas, discussions and agreements

Meeting Preparations
• Face-to-Face meeting, prepare a computer/laptop in case
• Be prepared to discuss progress on current work assigned, estimated completion time, and any issues that may block progress within the team
• Bring coffee :)
• Bring a joke

Version Control
• git repo for final submissions and codebase
• google drive for sharing/preparing documentation and text-based deliverables
• git comments should be clear, indicate what you have changed
• feature branches will be created for each user story
• pull requests need to be validated by all team members before merging
• pushes to master branch will only be done when uploading non-code deliverables, or after discussion and review by the entire team

Submitting Work

• everyone submits the part assigned to them
• will inform the group over messenger when doing an important commit
• every sprint there is someone designated to check all deliverables have been Submitted
• everyone will be reviewing each other's commits to have an idea of the overall design and progress of the project

Work Division

• The team will plan out who handles what part of the project on each sprint
• Members should handle part of the project that they feel they can accomplish by the set deadline

Contingency Planning

• If a member dropped out of course, split his work onto the rest of the team
• If a member is sick or for reasons that a member could not make to all meetings, that member should catch up with the rest of the team before the next meeting
• If a member needs to miss meetings or work items for any reason, the team must be informed as soon as possible - delegation of work will be done at the next meeting as appropriate
• If a member have trouble with the work assigned to them, should inform the rest of the team and ask for advice

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We accept these guidelines and intend to fulfill them (sign below):

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