

## **Team Expectations Agreement**

### **1. Methods of Communication:**

Primary: Discord

Secondary: Messenger

### **2. Communication Response Times:**

Using above medium(s), expected response time is within 24 hours

### **3. Meeting attendance:**

Should attend all sprint meetings. Needs to provide a valid reason in advance if they cannot attend a meeting.

### **4. Running meetings**

- Mandatory Sprint Planning & Retrospective meetings on weekend for upcoming sprint
  - Tentatively at 1 p.m Saturdays/Sundays
  - Meeting minutes will be recorded by Maunica
- Thursday 5-6 pm (Reserved)
  - Catchup/design/additional meeting, if needed on Discord. Not mandatory.
- Informal stand ups on discord (daily)
  - Before noon

### **5. Meeting Preparation**

- Standup Meeting
  - What we worked on?
  - What will we work on today?
  - Any issues?
- Sprint/ Retrospective Meeting
  - Go over sprint document
  - Bring ideas on which features you want to implement.

### **6. Version Control**

Should commit major changes in code and log messages should include a brief description of what was updated.

## 7. Division of Work

Idea

- Categorize tasks by priority, difficulty/time consuming and type
- Discuss preferences, everyone adds some tasks to their bucket list
  - preferably similar typed tasks goes to 1 person
  - and overall difficulty is about averaged out for everyone
- We will decide as a team during sprints on who does what task

## 8. Submitting Assignments

- We will be creating branches to work on the different components and commit our changes regularly
- We will make sure to merge all the required branches to the master branch before the deadline.
- We will code review any commits from peers.
- All team members will make sure that all the required files and components are in the repository the day before the deadline.

## 9. Contingency Planning

- A team member should inform the other members of the team as soon as you intend on dropping the course.
- Let the professor know if someone constantly misses meetings without a valid reason and/or doesn't reply on group chats

**Effective as of:** September 24th to December 7th

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

### Signature

Maunica Toleti  
Devanshi Parekh  
Anmole Bajwa  
Lim Zhi Hua  
Jenny Quach  
Rashida Kapadia

### Date

September 24, 2020  
September 24, 2020  
September 24, 2020  
September 24, 2020  
September 24, 2020  
September 24, 2020