CIRTified Software Engineers Agreement

**1. Communication Guidelines**

**General Communication Channels:**

* **Primary Communication**: All team communications will be conducted through **Discord**. This is our central hub for discussions, quick updates, and clarifications. Ensure that communication on Discord is directed to the correct chat.
* **In-Person/Phone Calls**: In case of urgent matters or critical issues that cannot be addressed via Discord, team members may communicate via phone. However, these channels should be reserved for emergencies to maintain efficiency and avoid interruptions.

**Professional Standards:**

* All forms of communication, whether digital or in-person, should maintain professional standards. Be concise, respectful, and constructive in all exchanges. Communication should always aim to facilitate collaboration and problem-solving or be funny.

**Response Expectations:**

* **Working Hours**: Our standard response window is between **10:00 AM and 5:00 PM** on weekdays. While responses should be timely within these hours, please allow up to 24 hours for non-urgent matters.
* **After-Hours Communication**: Any communication after **5:00 PM** (weekdays) or on weekends is not guaranteed to receive a response until the next business day. We encourage team members to disconnect outside of work hours to ensure work-life balance.

**2. Task Management & Deadlines**

**Task Assignment:**

* All tasks, deadlines, and progress tracking will be managed through **Trello**. Each team member should regularly check the Trello board for updates on assigned tasks and upcoming deadlines. It’s important to keep the board updated with your progress and mark tasks as complete when finished.

**Handling Deadlines:**

* **Small Delays (1-2 Days)**: We understand that personal commitments or unforeseen circumstances can cause delays. A small delay of 1-2 days is acceptable, as long as you communicate it proactively to your team.
* **Significant Delays**: If a task is expected to be significantly overdue (more than 2 days), please provide a clear reason for the delay and notify the team via Discord. If possible, propose a new timeline for completion.

**Responsibility for Timely Communication:**

* If you anticipate any delays in completing your assigned tasks, it is essential to notify the **team lead** and relevant members **as soon as possible** to ensure proper coordination and adjustments to the team’s workflow.

**3. Group Meetings**

**Meeting Schedule:**

* Our regular weekly group meetings are scheduled for **Mondays from 6:00 PM to 7:00 PM**. Meetings will be held in one of the following locations:
  + **Tech Conference Room**
  + **Chapel Conference Room**
  + **Anything available at the time**
  + **Discord Voice Call**

These meetings are crucial for discussing progress, addressing blockers, and aligning on upcoming priorities. Attendance is expected unless previously excused.

**4. Professional Conduct and Accountability**

**Respect and Collaboration:**

* Mutual respect and professionalism are the foundation of our collaboration. Every team member’s ideas, time, and contributions are valuable. Disagreements should be handled constructively and respectfully, always keeping the team's goals and outcomes in mind.

**Accountability:**

* Each team member is accountable for their tasks and deadlines. We rely on everyone to complete their assignments on time and notify the team of any issues that might affect progress. Accountability fosters trust and ensures we can rely on each other as a team.

**Signatures and names:**

Joseph DiMartino

Trevor Desiderio

Sebastian Tamayo

Daniel Jaffe

Tarun

Volodymir