Team Contract for Night Owl Developers

• methods of communication (email, phone, messenger, text, . . .)

- Discord

• communication response times (email, phone, messenger, text, . . .)

- If a question is asked to a specific person, that person should respond in **12 hrs** time.
- If a question is asked to everyone, then that question should be responded to within **1hr** time
- Contact Hours between **10 am – 10 pm weekdays.** (Meng exception)

• meeting attendance (when to meet, whether all meetings are mandatory, . . .)

- All meetings are mandatory unless otherwise 12hr notice beforehand.
- If can't come: Please post an update of progress in Discord chat beforehand.

• running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)

- For the entire group: **Once per week. Friday at 8 pm**.
- For Smaller Group: every other day. **Decide within the group**.
- Meeting with TA: TUT10 7 pm to 8 pm.

• meeting preparation (whether preparation is needed, what to prepare, . . .)

- What you have done?
- What are you going to do?
- Do you have any blockers/Questions?

• version control (what to/not to commit, content of log messages, . . .)

- Develop Branch.
- Branch off of Develop Branch based on Jira tickets.
- Merge into Develop.
- During each week, we merge Develop to Master.
- Commit Msg: meaningful, "DEV-ticketNumber description."
- Within smaller group members (2-3 people). These people should look over their respective Merge Requests and write down comments and questions.

• division of work (how to divide work, who will decide who does what, . . .)

- Divide based on frontend and backend.
- Label with features.
- Responsibility of group members shall be decided later.

• submitting assignments (when to submit, who will submit, who will review the submission, . . .)

- Merge requests to develop can be done when a ticket is finished.

- Review of Merge requests should be done within group members.
- Merge to master should be done during weekly meetings.

• 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, . . .) We suggest that in these cases, a team promptly seeks help from the instructor. It is important not to let such situations escalate.

- If a team member drops out, tell our teammates first. Then redistribute workload to everyone else.
- If a team member consistently misses meetings (not pulling their weights) then group members should be responsible for pointing it out in the group discord chat. One Warning. If this situation continues, group members will send email to the professor.
- If a team member is academically dishonest then email the professor.

• Shoulds:

- Point out situations/problems ASAP. (ie, if you are busy this week in other courses, please tell group members during meetings).

• Don'ts:

- Missing meetings with no warnings, consistently.

- Don't Verbal abuse.

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

Chongmin Bai

Gary Xie

Ivan Shao

Mengqi Zhao

Su Tong Kong

Jesse Zhang

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