Team Expectations Agreement

Methods of communication
- Discord (DMs or Group server)
- Whatsapp

Communication response times
- Discord: 24h
- Whatsapp: 3h

Meeting attendance
- 3 Big meetings beginning, middle and end of the sprint
- Every other day send an update on the stand-up channel
- When a timeslot works for all members, we will hold a meeting using voice chat
- Attendance should ideally be mandatory but in case you can't attend, you should notify the group 24h beforehand

Running meetings
- Meetings will be run in the CSCC01 Group discord
- Timeslots can be flexible to accommodate schedules but ideally, meetings should be held after work/school hours for consistency
- For voice call meetings, Youssef will take notes during the meeting and post the summary on the standup channel

Meeting preparation
- Have a list of issues that you want to discuss ready. Can include questions/ clarifications for other members or issues you are facing with your task etc.

- Questions:
What have you worked on since the last stand-up?
What will you work on until the next stand-up?
What are the obstacles or issues you need help with?

Version control
- Try to not commit 1 line changes, log messages should detail what you've changed/ added
- Commit messages should be short and concise
- Follow git-flow

Division of work
- The difficulty of tasks should be evenly distributed, if there are doubts about difficulty then we can do planning poker
- Whoever does which task can be determined on first come first serve basis

Submitting assignments
- Before submitting assignments the submission should be reviewed by all of us, whether individually or together in a meeting. This can be done during post-sprint meetings

Contingency planning
- As suggested by TA/Prof, we should contact TA/Prof in case of any issues that may arise with team members as they can handle it best

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

Youssef Iskander   *Chenbo Wang*

Yinglong Huang   *Lion Su*

Emin Guliyev   *Zexi Zhang*