

Team Anything Works Contract

• Methods of communication

- Discord (Preferable for everyday messages)
- Email + whatsapp / phone (If people aren't responding on Discord)

• Communication response times

- Respond within 24 hours
- However, if the issue is urgent and needs to be dealt with immediately, then the person should respond within 3-4 hours.

• Meeting attendance

- Attend all standup meetings on the 'General' discord voice channel (Mondays and Fridays at 8pm)
- The bi-weekly meetings are mandatory for everyone
- Sub-groups might decide to meet more regularly for their user stories

• Running meetings

Discord meetings online (voice + screen share)

Meeting Minutes: all of us taking turns

• Meeting preparation

- Everyone needs to know exactly what tasks need to be worked on for each sprint, and should be well aware of their individual responsibilities that will contribute to the tasks
- Read through all documents posted on the website for each sprint + understand the marking scheme
- Know and be ready to talk about the things you have worked on since last time, which goals weren't met and whether you need to coordinate with other members to meet those goals
- Have an idea about the goals that you will be working for the next meeting

• Version control

- GitHub desktop
- Log messages: keep simple and specific (ex: fix bugs in file x)
- Feature Branching
- Pull Request template:
<https://gist.github.com/jcserv/33f19818fde83c18e755b1c138eeac49>
- Branch naming convention: token/name or token/card-number
- Example tokens: feat (feature), bug, hotfix, exp (experiment), etc.

• Division of work

- Planning poker to prioritize user stories and decide who is more comfortable with each user story

- **Submitting assignments**

- To submit the assignments 1 day before the deadline
- Everyone looks over the final product of each sprint
- This leaves us with 1 day to fix any issues/ bugs that need to be addressed

• **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.

- Contact Professor and TA right away

Signed

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