# Communications

I [insert name here], agree to communicate with the team primarily on the team discord with account [insert account name here].

I agree that I am expected to respond within 12 hours of a message referred to me directly. Flagged messages using the @everyone tag are expected to have some sort of acknowledgement on discord within 12 hours of the message being posted or edited. Messages associated with my section(s) are expected to have a response or acknowledgement within 24 hours of the message being posted.

If I am contacted via canvas or email I understand that I am responsible to respond within 24 hours of the message being received.

I understand that I am required to attend the team meetings at least once a week either in person or virtually. I also understand it is strongly advised for me to attend both weekly meetings. If I am unable to attend at least 2 consecutive weeks of meetings I acknowledge that I to drop the class unless notarized documentation is submitted to the team and professor describing, why I was unable to attend. If there is an all hands meeting with the sponsor, I understand that I may be required to attend, or risk being removed from the project due to being unable to keep pace with the team.

I also understand that I must respond to any elicitations or messages for meeting planning for non-weekly meetings within 12 hours.

# Contribution expectations:

I [insert name here], am expected to contribute in a substantive way, completing at least 70% of my assigned tasks based off a team assessment of contributions, every week. If I contribute anything outside of my assigned tasks for the sprint, the team and scrum master shall review such contributions in the evaluation of whether it should be counted towards the 70% contribution minimum.

I also acknowledge that my contributions will be merged to the main project repository once approved after presenting on the changes to the rest of the team in the weekly meeting that I am expected to attend.

I acknowledge that all reporting that is required of the class is expected for this project in the weekly meetings to ensure the success of all members of the team. If I am unable to submit reports for two consecutive weeks, then I understand that I am advised to drop the class.

I [insert name here], understand that I am required to fork from the main repository into my own branch using my own Github account. If I haven’t forked the main repository within 2 weeks after the repository has been created, and the team has been notified of said creation, then I understand that I will have to either drop the course or buy everyone large pizza from Round Table for every week that I have not forked the repository yet.

To ensure that my commits follow the expectations of the professors, I understand that I will have to create a branch for any stories that I am working on and commit changes to said branch. All the changes within said branch will be packed into a single commit that matches the expectations of the professors.

# Conduct:

I [insert name here], that I am expected to act in a way that follows both university expectations as well as team expectations with regards to both conduct and communication. I understand that the team does not tolerate agism, sexism, racism, ethnic biases, harassment, violence, and other unbecoming activities of a person. I also understand that if I am unable to follow these expectations that I will be removed from the team and possibly reported to the associated department of the university.

# Amendments:

I acknowledge that changes to this team contract can occur. Proposed changes to the team contract must be brought up with the team in a public manner either in the discord lounge or in the weekly meetings. At least 6 other people must approve of the change before the change is made official and a contract signing party is initiated. All approved amendments will be added to the bottom of the contract with the name including the amendment number.