

Team agreement

- **methods of communication:** Discord
- **communication response times:** 5-10mins
- **meeting attendance:** Wed 7-9pm optional Sat mandatory (4-6pm)
- **running meetings:** Discord call, windows R for notes(recording), google docs for note taking (collaborative effort)
- **meeting preparation:** Preparation is needed depending on the meeting
- **version control:** Commit only code and unit tests, log message on what you worked on. Setup unit tests ->Github Actions for Continuous Integration
- **division of work:** 4-3 split (4 front-end, 3 back-end)
- **submitting assignments:** Submit 24 hours before the deadline/due date
- **contingency planning:**
 - Finish all of your work before dropping please. Otherwise the other members split work.
 - If someone often misses meetings, talk to them and decide on next steps on how to resolve this issue.
 - If unable to resolve, contact the instructor.

Signatures:




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