Team Contract for Team Epsilon

We as a team agree to follow the guidelines in this contract.

Communication

The main methods of communication will be Facebook Messenger and Discord.
- Messenger will be used for fast messaging, urgent announcements, and most team coordinations. We expect all team members to acknowledge the messages at most after 3 hours of the time it was sent if it was between 12 pm to 7 pm and at most after 5 hours if the message has been sent at any other time.
- Discord will be used mostly during meetings to make and answer polls, make team wide announcements, and any communication we would like to have on record. We expect all team members to check discord on a daily basis.

Meeting policies

Everybody is expected to attend the weekly standups. However, other meetings are not mandatory for everybody, just the people involved in the topic being discussed. For example, if the meeting is about a bug fix, only the people who are in charge of fixing the code will have to go mandatorily and everyone else can decide to go. These smaller meetings will occur 2 to 3 times a week.

During the meetings, which will occur on the official course discord, the camera will not be required, but a microphone is needed. One member of the team will take meeting minutes and write it down on the "Meeting Minutes" document located on the "Project Epsilon (C01)" shared google drive folder. Every week the member responsible for writing down meeting minutes will rotate in the following order, starting with Cory Fung:

1. Corey Fung
2. Hritik Gandhi
3. Sarah Hameed
4. Weiyu Li
5. Kobe Louis
6. Artina Sin
7. Daniela Venturo Esaine

For every meeting, the team members are expected to prepare any questions they would like to ask, have a list of their progress updates ready, and a list of any potential or existing blockers related to their current work so that the team can discuss how to remove them.

Version Control

The team will be using git and github as version control tools. These are the guidelines:
- Changes that are not bug fixes should have a branch related to a JIRA ticket. When the changes are completed, a Pull Request is required against the main branch and it will be merged after there have been at least 2 reviews and approvals from other group members.
- Bug fixes are tested locally and then pushed directly to master. Passing all existing tests is required.

- The commit messages will be as detailed as possible without writing more than two lines. Only writing one line is prefered.
- The commit messages will be formatted as "[JIRA ticket name] + [Bug Fix/Feature/General Improvement/Refactor/Testing] + [Objective of change or why the change is necessary]"

Division of work

The work is divided equitatively by everybody through votes and discussion during meetings. Decisions will be made through voting. When needed, the votes will be recorded through a discord poll on the server's "polls" channel. When responsibilities are split, vote priority on a decision goes to whoever that decision will impact, for example, if the decision is related to the UI of the program, the opinion of the people working on UI will be the one we take the most into account.

Assignment policies

Assignments will be submitted 24 hours before the deadline. This will allow the team to have some extra time for emergencies. Artina Sin will be in charge of submitting assignments and Daniela Venturo will be in charge of checking if it was submitted. At least 4 people in the group need to review the final submission and approve it before the deadline.

Contingency planning

If a member of the group drops out of the course, the group will divide the work of that team member between the other members. Favor the work towards those more familiar with it and if the redistribution caused someone to carry more weight than the others, then redistribute the extra work to other members.

If a member doesn't contribute to the work, a warning and a deadline for their work will be given. If they do not show any progress on the work they are missing four days before it is due, then report them to one of the TA's or the professor.

If one of the members has been academically dishonest, the team members would have a meeting with them to talk about the incident and decide if it has been an accident or not. The team would require this to be fixed before submitting. If the team was not able to catch the dishonesty before submitting, the case would then be presented to one of the TA's or the professor. If they decide the team member stays in the course then they will be required to fix their part. If they do not stay then apply the "Dropping the course" plan.

We accept these guidelines and intend to fulfill them (sign below):
- Daniela Venturo Esaine
- Artina Sin
- Weiyu Li
- Hritik Gandhi
- Sarah Hameed
- Corey Fung
- Kobe Louis