**Team Ground Rules**

**Game Engine Construction Project**

**1. Communication**

* We will use **Discord** as our primary communication platform.
* Major updates or task completions should be posted in the “General” channel.
* If someone will be unavailable, they must notify the team as soon as possible.

**2. Meetings**

* The team will hold 2 **weekly meetings** (virtual or in-person) to plan, assign, and review tasks.
* Agendas will be prepared in advance, and notes or summaries will be recorded.
* Attendance is expected. If you cannot attend, let the team know beforehand.

**3. Work Distribution**

* Tasks will be divided **equitably**, considering both skill sets and workload balance.
* Each member is responsible for meeting deadlines for their assigned tasks.
* If a member struggles, they should ask for help early instead of waiting until the last minute.

**4. Code & Repository Standards**

* All code must be committed to the **shared Git repository** with clear commit messages.
* Code should **compile and run** on the required platforms before submission.
* Members should follow consistent **naming conventions, formatting, and documentation practices**.

**5. Accountability**

* Each member is responsible for contributing to both **team engine development** and their **individual game**.
* Reflective papers must be written individually, but collaboration on ideas and feedback is encouraged.
* Missing deadlines or failing to contribute affects the entire team and will be addressed directly.

**6. Collaboration & Respect**

* All members are expected to treat each other with **respect and professionalism**.
* Differences in opinion will be discussed constructively, focusing on problem-solving.
* Final decisions will be made by **team consensus**; if consensus cannot be reached, we will escalate to the instructor.

**7. Quality Assurance**

* Code will be tested before being merged into the main branch.
* Each milestone will be reviewed as a team before submission to ensure completeness and correctness.
* Documentation (both code comments and milestone papers) is part of the deliverable and should not be neglected.

**8. Academic Integrity**

* All work must follow the **University’s Academic Integrity Policy**.
* Plagiarism or misuse of assets/libraries will not be tolerated.
* Proper attribution and citations will be included for external resources.