Agreement

- When is your daily stand up?
  - Friday 2-2:30pm
  - Wednesday 11-11:30am
  - Monday 5-5:30pm
- What days will you be having this meeting?
  - Monday
  - Wednesday
  - Friday
- Where are you going to have this meeting?
  - Friday - Outside the computer lab
  - Wednesday In IC 4th floor
- What is your preferred means of communication?
  - In person if possible
  - Discord if not
    - On-topic chat for actual issues
- How quickly should team members respond?
  - 12 hours for questions put in the on-topic chat
  - 6 hours for ping
- When should code be submitted?
  - At least 24 hrs before a given deadline
- What is the team's branching strategy?
  - New feature branch for each deadline/set of requirements
  - One day before the deadline (24hrs), feature should be merged to main
  - Two days before the deadline, begin considering and resolving potential merge conflicts.
  - Four days before deadline, perform testing on feature branch
  - Completing these stages earlier than specified is allowed, and even encouraged.
  - Code merged to main must be complete and functional.

- - Feature branch can contain unfinished code/methods/classes/etc.
- What will you do if a team member drops the course?
    - Be sad. Suck it up and do the work - distribute it evenly in the weekly meeting
- What are the expectations in terms of version control commits? In terms of messages on commits?
    - Specify which methods have changes and why
    - Specify what was added
    - Commit only finished methods
    - Commits of unfinished code are allowed on the feature branch until Wednesday. Code on feature branch will be tested wed-friday, and merged into main on fridays.
- Who will review the submitted work to ensure that everything is there?
- Communication
    - We need everyone to agree on a choice
    - If 3 people agree we have at least 3 minutes for each side to explain their reasoning and then we can have another vote
    - If there is still no consensus, we repeat this
        - This can happen up to 3 times
        - At that point we the majority decides
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- 1-person only speaking
    - Say "one person speaking" to indicate that you want to enter this mode
    - If at least 2 people want to enact a 1-person-only speaking policy then we use some object to signify who speaks
        - Returning to normal speaking happens when >2 people want to
    - In this mode, voting is done by raising hands
    - Same thing applies to slow mode in the on-topic chat
- Discord

- ○ No posting memes in on-topic
    - ■ React with an "X" emoji to signify that something doesn't belong
    - ■ If at least 2 people think something doesn't belong in #on-topic, it doesn't
    - ■ If a person gets "X"ed more than 3 times in a day, they are put on slow mode to limit message frequency for the remainder of the day.
- ● Amendments
  - ○ To make amendments to the agreement, 3 group members (or more) must be in agreement on the change.