

Date: 09 - 08 - 2023

Team Members:

1. David Rackerby
2. Yousif Murrani
3. Matt Kight
4. Monika Kanphade

Preamble:

This agreement serves to outline the roles, responsibilities, and expectations of each member of our team for the duration of Fall semester 2023 in CSE 491. We, the undersigned, pledge to uphold our commitments and work collaboratively towards the successful completion of the project.

Roles & Responsibilities:

David Rackerby - Coordination Lead

Will organize a team plan to meet project milestones. Will set up team meetings, track status of goals, and help facilitate effective communication among team members.

Matt Kight - Integration Lead

Will take point on collaborating with other teams on the project's overall API design; will handle inter-team code reviews and assist with merge requests; will address questions or issues from other teams.

Yousif Murrani - Quality Assurance Lead

Will oversee the creation, execution, and maintenance of test suites; will track code quality, including functionality, performance, and security issues, and prioritize fixes.

Monika Kanphade - Documentation Lead

Will ensure the team produces clear, concise, and comprehensive documentation for end-users and other developers, as well as code that meets all style standards. Will represent the team in developing the overall project's README, contributing guidelines, and any user manuals or guides.

Team Expectations:

1. Communication: We agree to maintain open, respectful, and timely communication within our team. We will use Discord for our discussions.
2. Meetings: Regular team meetings will be held on Tuesday and Thursday 10am. Attendance is mandatory unless a valid reason is provided in advance.
 - a. Meetings times are subject to change upon approval of $\frac{3}{4}$ team members
3. Conflict Resolution: Any conflicts that arise will be addressed openly in the team setting. If a resolution still cannot be reached after a substantial good-faith attempt, we agree to consult the course instructors to help resolve the dispute.
4. Feedback: Constructive feedback is essential. We agree to provide it respectfully and receive it with an open mind.

5. Work Distribution: Work will be fairly divided, and each team member commits to completing their tasks by mutually agreed-upon deadlines.
6. Re-evaluation of Roles: We acknowledge that the project's needs may change, and we are open to re-evaluating and adjusting roles as required.

Acknowledgment of Agreement:

We, the undersigned, have mutually agreed upon the roles and responsibilities as stated above. We commit to upholding this agreement for the duration of the project and understand that any failure to do so may have consequences on our project's success and our individual assessments.

Name	Signature	Date
Matt Kight	Matthew Kight	09-08-2023
Yousif Murrani	Yousif Murrani	09-08-2023
David Rackerby	David Rackerby	09-08-2023
Monika Kanphade	Monika Kanphade	09-08-2023