

## **CSCC01 L01\_04, Team SoftServ Team Agreement**

### **METHODS OF COMMUNICATION**

- The primary point of communication will be Slack; used for both members and communications with the TA.
- The secondary point of communication will be Facebook Messenger; all members are active on this platform so it is the most convenient for all.
- Slack messages will be answered within one day, this applies to both team members and for responding to the TA.
- Facebook Messenger messages will be answered within 5 hours not including the hours of 12 am to 6 am.

### **MEETING SET-UP**

- There will be a weekly mandatory physical team meeting on Tuesday starting at 3 PM with a minimum length of one hour. This meeting will take place at IC406 if there is sufficient space or at an agreed upon location once all members have assembled.
- Informal meetings may be held between any number of members over any medium without all members present.
- Two members will take individual minutes per meeting. The two members will be alternated throughout the duration of the project and will be decided in the previous meeting.
- One member will be responsible for the pre-meeting agenda per week, to be determined in alphabetical order of first name.

### **TEAM WORK SET-UP**

- There will be no committing of extraneous files to the GitHub repository.
- There will be one test branch from master which will be the common branch for all members to make changes to. Additional branches can be created by members when they work on new features. There will be no merging of the master and test branches unless all members agree.
- Commit messages must be concise and helpful; list all changes that are deemed relevant.
- The master branch will be what is submitted for deliverables. Before submission all members must verify for correctness.
- Team members must be open about their ability to complete work.
- For every week, one member will be assigned relatively less work. That member is expected to pick up another member's work if that member becomes unavailable.
- The TA will be notified if the same member defaults more than twice during the duration of the project.

We accept these guidelines and intend to fulfill them (sign below):

Charles Ruan

Fides Linga

Mahesh Singh

Cheng Ge

Jerry Lui