

CSCD01 Team Expectations Agreement

Methods of communication: Each member of the team agrees to using Facebook Messenger as a primary form of communication and in times of urgent requirements be reachable through phone (via call or text).

Communication response times: Each member of the team agrees to respond to non-urgent messages within 24 hours. This changes to 12 hours three days before the deliverable and 1 hour the day before the deliverable.

Meeting attendance: Each member of the team agrees to attend in person to all TA meetings, start of sprint meetings, and end of sprint meetings. Each member will also attend code review as required either in person or online.

Running meetings: The scrum master agrees to take notes during meetings and post the notes on Slack after each meeting as required.

Meeting preparation: The scrum master agrees to prepare suggestion tasks and being able to do brief overview of suggested task. Each team member agrees prepare to demo or explain their own code when required by fellow team members.

Version control: Each team member agrees to have the author and approver of the pull request at end of the pull request log.

Division of work: Each team member agree to doing work as decided and agreed upon by the scrum master, as long as individual members had input on their assigned tasks.

Submitting deliverables: The scrum master agrees to being responsible for submitting deliverables, whenever possible, the day before the due date to allow for emergency fixes. Each team member agrees to that there must be at least one other reviewer for every task and bigger tasks that has a lot of dependencies must be reviewed by all members.

Contingency planning: The scrum master agrees that If a team member drops out, they bear the primary responsibility of re-assigning tasks. Each team member agrees to bear new responsibility for the re-assigned tasks. Each team member also agrees that If a team member constantly misses meetings they will be given verbal and written warning, and if issue does not resolve there will be a discussion with the course instructor. Each team member agrees to be academically honest and report all presumed academic dishonesties.

We accept these guidelines and intend to fulfill them:

Xinrui Tong

Zixing Gong

James Nicol

Mingqi Wang

Shuang Wu