Team Cheddar Contract

Methods of Communication
>   Discord - Cheddar server or DM

Communication response times
>   Respond to messages within 24 hours

Meeting attendance
- Meetings will be mandatory unless stated otherwise
- If unable to attend a meeting, post a written scrum log in the corresponding channel.
- *When to meet:* Monday, Wednesday, Friday

Running meetings
- When & Where?
  - Standups in, Mondays, Wednesdays, and Fridays in #Voice Channel
  - Scrum check in, Tuesdays and Thursdays in the #scrum-check-ins channel on Discord
- How will team members be notified/reminded?
  - #meeting-reminders channel

- Who will be taking meeting minutes?
  - Each individual will be expected to post their own scrum check ins
  - For non-standup meetings, meeting minutes will be recorded in #meeting-minutes channel

Meeting preparation
- For non-standup meetings, an agenda will be prepared and posted in the Cheddar server
- For standup meetings/in the scrum check, team members should be prepared to answer the following:
  - What did you do yesterday?
  - What are you going to do today?
  - Any obstacles you faced

- Team members can freely share their screens to demonstrate their work if they want to!

Version Control

Content of log messages should conform to the following standard [How to Write a Git Commit Message](#)

Division of Work

How to divide work

Work will be divided based on team member's strengths & work load

Using Jira to keep track of tasks and progress

Submitting Assignments

When to submit?

- Based on the timeline made, we will follow those due dates

Who will submit?

- Everyone will submit/push their given tasks

Who will review the submission?

- Based on group division a member will review another member's PR (i.e. If there are 2-3 members on the backend, one backend member will be tasked to review the PR)

Contingency Planning

If there is an infraction of any of the obligations of this team contract (ex. Missing deadlines, failure to respond to messages, etc.), the rest of the group will voice their thoughts and opinions on the matter. One group member may reach out to personally schedule a 1 on 1 call with the infracting member to discuss the matters.

If the infractions continue after team intervention, the team will go to office hours and ask to discuss with Professor Ilir and the TAs privately.

If a team member drops out, the team will redistribute the work as needed.

To minimize academic dishonesty, pull requests will be completed by the team. However, if it is discovered that a team member is academically dishonest, an instructor will be notified.

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

Hillary Tang   X
Ethan Chung   X
Chris Lim   X
Michael Chan   X
Chris Wan   X
Akshit Goyal   X
Dhaval Malhotra   X