

301 Group Contract

Methods of communication

We will use our Discord channel and email.

Members must respond between 1440 minutes.

Meeting attendance

There are two meetings:

1. Weekly meetings on Wednesdays 7:30pm - 9:30pm EST (Mandatory)
2. Daily Standup meetings at 12pm - 12:10pm EST
 - Keep it simple, describe what was done in the past couple of days.
 - Participation is mandatory, but not necessarily through voice channel (messages are fine)

Running meetings

Weekly meetings are on the #serious-business voice channel on Discord.

Daily stand-ups are on a discord text channel, or a voice channel if urgent.

Meeting preparation

For weekly meetings, be ready to explain what you worked on since last week over voice/with screen sharing, what needs to be updated, what bugs popped up etc. For daily stand-ups, a short writeup of how the user story you are working is going is sufficient.

Version control

Commit to your own branch before merging.

Pull requests must be reviewed by any 2-3 members.

Submitting assignments

Who will submit: Emily

When to submit: 5 hours before it is due (7pm)

Who will review the submission:

For documents:

```
if author != Nivy:
    Then => Nivy reviews
else:
    Everyone except Nivy reviews
```

For code:

- Pull requests must be reviewed by 2-3 people as discussed earlier.

Contingency planning

3 strike system in case someone is completely absent or not contributing to the project.

- **First Strike:** One person brings it up with the member. (Deval or Emily)
- **Second strike:** One person warns them that next time it will be brought up with the professor. (Deval or Emily)
- **Third strike:** Talk to the professor. (Whole group)

Group Member Drops The Course

Their allocated work will be split among the rest of the members. We will decide how to split it based on the current division of tasks, and everyone's progress with their existing tasks.

“Get Out Of Meeting Free” Card Clause:

Every member has 2 chances to say they are busy with another course and miss a Wednesday meeting.

Signatures

Georges Hanna 1/20/2021

Emily Wu 1/20/2021

Niveditha Kani 1/20/2021

Mathieu Seah Labbe 1/20/2021

Syed Raza Abbas 20/01/2021

Deval Patel 1/20/2021

Puneet Sandhu 1/20/2021