

# **Team Expectations Agreement**

## **METHODS OF COMMUNICATION**

Listed in order of preference

1. Discord
2. Facebook Messenger
3. Texting
4. Phone Calls
5. Emails for specific detailed problems

## **COMMUNICATION RESPONSE TIMES**

1. Most of us will be able to respond to Discord messages pretty quickly (instantly to within an hour or so) but the following upper limits will allow us to manage any kind of personal matters and other responsibilities.
2. We anticipate that 12 hours will be enough to account for time differences and allow us to be more on schedule with our work.
3. We expect the worst case scenario to be 24 hours.

## **MEETING ATTENDANCE**

1. We will have mandatory meetings on Wednesdays. This is a meeting where logistical team information will be distributed. We feel it is reasonable for this meeting to be mandatory as it is during the school week when people should be available for classes anyway and so we will use this time to be on the same page with the rest of the team members.
2. We will have meetings on Tuesdays after our tutorial to focus on more work related tasks that may require the majority of us to work together since we will also be grouped up already for class. There is a good chunk of time before our lecture that we can use to work together on things like sprint0 that require a lot of collaboration. As some members maybe have other things to work on, this meeting will not necessarily be mandatory, but it is extremely convenient and fits into our schedules nicely.
3. We will have a kind of mid-week checkup meeting on Saturdays that are more flexible than other meetings. We can use these meetings to catch up on group work or clear misunderstandings between team members about specific topics.
4. Wednesday and Saturday meetings will typically be at 10am with a 30 minute warning (Joseph) with Saturdays being more flexible for people who may want to sleep in, but 12pm is most likely the latest a Saturday meeting should start as certain team members tend to be busy shortly after this time.
5. We will have standups every day from Wednesday to Saturday at 9:50am with Tuesday standups at the beginning of our meeting after the tutorial. These standup meetings will start during sprint1.

## **RUNNING MEETINGS**

1. We will run meetings through our team Discord server.
2. You must let team members know if you can't make it to a meeting.
3. If the meeting is a standup, you can type to us in Discord what work you completed and what you're struggling with. Note that for members who miss standups, typing this information is mandatory.
4. Like with general communication response times, this heads up should be roughly a 24 hour warning.
5. If a member misses a mandatory or somewhat equally important meeting, they are responsible for getting themselves caught up whether that is asking the group or having a specific person talk to them.
6. There will be a designated team member that is in charge of the notes of a particular meeting. We will rotate this responsibility in alphabetical order of first name.
7. Although one person is in charge, anyone can contribute what they feel is necessary or relevant as the page should be shared before starting the meeting.
8. We will keep a written log of who is at meetings and when they show up. This has been a problem for team members in the past where it was hard to bring up that meeting attendance was a problem. With all team members agreeing to this now, it will be easy to address these problems with a simple document that takes little effort despite the fact that we don't anticipate these problems.

## **MEETING PREPARATION**

1. For standups, you should know what you've been working on and what problems came up during your process. You should be ready to discuss what you have completed or the complications that arose.
2. This ties into the previous point. You shouldn't have to dig through code during the meeting as you should prepare the information you want to share with the team before the meeting has begun.

## **VERSION CONTROL**

1. We will use gitflow for branch management.  
(<https://www.atlassian.com/git/tutorials/comparing-workflows/gitflow-workflow>)
2. Complete feature -> Development -> Merge to Master on sprint finish
3. There will be a 24 hour code freeze after a sprint end so that we don't break the project when the importance of a functioning project is at its highest.

## **DIVISION OF WORK**

1. There will be two general teams so that there is not a massive imbalance of work completed, however no single team member will be forced to commit to doing a single type of work (frontend or backend) for the entire project.
2. Teams will be formed for specific work or features. Beginning team formations are as follows, but will change over the course of the project:
3. Frontend: Case, Joseph, Gordie, Batu, Martin

4. Backend: Obaida, Darryl
5. Obaida and Darryl would prefer if others did the frontend framework first and they picked up more of the work on that front later on in the project.
6. The scope should be small enough that you don't switch "teams" in the middle of a sprint--especially considering there are user stories that designate specific tasks to specific team members.

## **SUBMITTING ASSIGNMENTS**

1. Pull requests should be reviewed by at least one person who didn't develop the feature before merging.
2. Follow the principles outlined here:  
<https://google.github.io/eng-practices/review/reviewer>
3. As mentioned previously, there will be a 24 hour code freeze to prevent major problems on submission.
4. Before final submission, all team members will review features that they did not work on so that they get a holistic understanding of the assignment.

## **CONTINGENCY PLANNING**

1. Group problems will be handled as a group (e.g. if the main project has been broken on a merge somehow)
2. Individual problems will be handled as individuals (e.g. if you are struggling with the implementation of a specific feature you are working on, then you ask one of the members of your "team" to help you)
3. If a team member is consistently missing meetings, first, the individual will be addressed by the team in hopes they will change their behaviour, otherwise the team will have to discuss some way for the individual to make up for missing numerous meetings. If the individual in question does not show signs of improving their behavior, the team will talk to the professor.
4. Team members should alert the rest of the team if they will be dropping the course just so we know as soon as possible.
5. In the case of an emergency, the team will speak to the professor.

## **SIGNATURES**

1. \_\_\_\_\_ Darryl Huang \_\_\_\_\_
2. \_\_\_\_\_ Joseph Boychuk \_\_\_\_\_
3. \_\_\_\_\_ Case Ploeg \_\_\_\_\_
4. \_\_\_\_\_ Gordie Levitsky \_\_\_\_\_
5. \_\_\_\_\_ Batuhan Dover \_\_\_\_\_
6. \_\_\_\_\_ Obaida Saleh \_\_\_\_\_
7. \_\_\_\_\_ Zhaohang Yan \_\_\_\_\_