Team Expectations Agreement

Introduction

The purpose of this Team Expectations Agreement is to outline standardized rules and expectations for the team **Big O** to ensure clarity, effective communication, and shared accountability. By signing this agreement, team members agree to uphold the outlined expectations and collaborate professionally to achieve project goals.

Methods of Communication

All team communication will occur through Discord. Team members are expected to check Discord daily and respond to messages promptly, ideally within 24 hours or sooner when necessary. Bi-weekly team meetings will be held every other day at a unanimous time, and attendance is mandatory. The meeting link will be shared in advance to ensure everyone is prepared.

Meeting Attendance

Team members are expected to attend every scheduled online meeting. If a member is unable to attend, they must notify the team at least 24 hours in advance. Before each meeting, members are required to update the JIRA board and be prepared to discuss the tasks they have completed, their current work in progress, and any upcoming tasks or blockers.

Version Control

No direct commits to the **main** branch are allowed without prior review. All commits must adhere to the agreed-upon standards for commit messages. Code submissions must go through peer review via pull requests, and all submitted code must pass tests and follow team style guidelines.

Division of Work

Tasks will be divided based on expertise, interest, and workload balance. A JIRA board will be used to track assigned tasks, deadlines, and progress. If a team member is unable to complete a task by the deadline, they must notify the team immediately.

Assignment Submissions

The final submission of assignments will be reviewed by the entire team to ensure accuracy and quality. The team leader will submit the completed assignment at least one day before the official deadline to avoid last-minute issues.

Contingency Planning

If a team member drops out, the team will notify the instructor immediately to discuss the situation and plan necessary adjustments. Remaining JIRA stories and tasks will be reassigned among the remaining members to maintain project momentum. All documentation will be updated to reflect the revised workload distribution.

If a team member consistently misses meetings, the team leader will reach out privately to address the issue and understand the reason. If the problem persists, the team will escalate the matter to the instructor for guidance.

Academic dishonesty will not be tolerated under any circumstances. Any incident of academic dishonesty will be reported to the instructor in accordance with university policies.

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

Emily Ma

Dianna Liu

Thorge Hamprecht

Jaehyeon Heo

Albert Huynh