CSC301 Team Contract

January 20, 2022

CSC301 Team Contract

1   Methods of Communication

1.1   How Members Will Communicate

The methods of communication will be primarily through discord. Other forms of communication can include (but are not limited to) call, txt, or email.

2   Communication Response Times

2.1   Expected Response Time

The response times for group members is expected to be within 24 hours. While in actuality many response times may be shorter, group members are expected to have some sort of response within 24 hours, just so that other members do not end up being left in the dark to their whereabouts.

3   Meeting Attendance

3.1   Expected Attendance

There will be meetings called for on discord and potentially tutorials that group members are expected to attend. While it may not be possible for a member to attend every meeting, it is expected that they follow communication response times to inform the other members (ideally through discord) of their absence.

4   Running Meetings

4.1   How Meetings Are Run

The meetings will be primarily online through discord. While there may be some in-person meetings, group members are expected to either provide a reason why they cannot attend, or join that in-person meeting through discord virtually.

5   Meeting Preparation

5.1   What Members Need

Most meetings will not need any further preparation, aside from just attendance. Should meetings have deliverables, it is expected that members have them ready.

6   Version Control

6.1   Expectation of How Members Use Git

Git commit messages should be in the imperative form, following guidelines taught in CSC290. The guidelines can also be found at this website. Click Here.

In addition, members will follow proper 'git flow.'
The 'master branch' will be used as the 'production branch' for every version release.
The 'develop branch' will be used as the branch members merge their own feature branches to.
The 'feature branch' is a separate branch that developers will use to implement their features.

The merge order will be as follows:
feature → develop.
develop → production, which is also the master branch

7   Division of Work

7.1   Allocation of Points for Tasks

Each 'task' will be assigned a point value depending on expected time, and reasonability. By the end of each sprint, it is expected that each group member have similar 'scores' within reason.

The 'within reason' is decided by the entire group, giving members peace of mind should something come up that requires their immediate attention. (examples: Tests, Assignments, etc...)

7.2   Pair Programming

Group members can choose to collaborate in real time on code. The allocation of points can be negotiated with all collaborators in a way that is 'fair.'

8   Submitting Assignments

8.1   The Expected Format

The exact format is not stated, but each pull request must give the following information in some way.

- What the pull request does

- Why the pull request should be accepted

- If there were new tests written for this pull request

- Whether of not this pull request increase the product version

9   Contingency Planning

9.1   Group member leaves group

In the event that a group member leaves the group, they will inform members of their plan to leave the group, and the remaining group members will contact the instructor for further information

9.2   Group Member is Unresponsive

If there is consistent absence with no attempt at contacting the group over a long duration of time, the other group members will inform the instructor/TA and wait for further instructions.

9.3   Plagiarism

It is expected that group members work with each other, and not take code from other students in other groups. That being said, in real life, it is not unheard of for dev teams to interact and share ideas and ideas with each other.

Should code be taken from outside sources (outside from their group member), it is expected that the code is credited and sourced in the comments. An example is getting a solution from stack overflow, a textbook, or a more knowledgeable friend.

In the event that it is expected that a member is plagiarizing, or cheating in some other way, the instructor/TA will be informed for further instructions if attempts to quell the issue are not successful.

Signed:
Michael Kwan
Juan-Pablo Moreno
Abtin Ghajarieh Sepanlou
Tommy Zhang
Peter Albu
Xinlei Xu
Aaron Huang