Team Guidelines

Methods of communication

The main method of communication for this project is through the private discord server that our team had created. For emergency purposes, fellow group members can be reached out through their phone number provided in the "team.md" file by texting or calling them

Communication response times

The communication response time no matter the method of communication should be no later than 1 day (24 hours). If there is no response within 1 day, this individual should be contacted immediately through their provided phone number

Meeting attendance

Meetings will be held on our Discord server on specific days and times agreed upon by every group member. It is expected that every group member attends every single meeting so that everyone will be kept up to date, voice any concerns about their progress on the project and suggest any ideas that comes up to mind. In unforeseen circumstances, if a group member is not able to attend any of these meetings, they are responsible to ask the group on what they missed and to update them so that they are back on track with the group's pace

Running meetings

Unless everyone agrees to meet in person, meetings would mostly be held online via Discord to make it flexible and to accommodate everyone's needs. Meetings will be held 2-3 times a week in accordance with Scrum methodologies. Meetings will generally last from 30 minutes to an hour or two depending on the topics and issues that needs to be discussed

Meeting preparation

Some meetings will require group members to prepare in advance and some do not. An example is that group members might need to learn new technology to successfully undergo this project and to also solve different kinds of problems. Before these kinds of meetings, group members might need to study and do some research to be prepared for these meetings

Version Control

Version control practices based on Agile methodologies should be adhered to when working on the Git repo. Everyone should follow the Git flow methods as shown during the first tutorial to ensure consistent version control. Everyone should create pull requests before merging branches so that other group members can review it and make sure everything is all good. Merging directly into the main branch is absolutely not recommended as it might create major problems. Likewise on Jira, issues or user stories should only be considered complete once it has been confirmed and reviewed by other group members

Division of work

Division of work will be discussed and decided upon during meetings. Group members are expected to take on an equal amount of work during the course of the whole project to ensure it is fair game for everyone. It is recommended that group members take on a task that they are mostly comfortable with to ensure that the rubrics on the marking scheme is satisfied as much as possible. Once work is divided among every group member, specific tasks to be carried out by every group member will be reflected based on the assignment of user stories in Jira

Submitting assignments

The deliverables for every sprint will be submitted by the Scrum Master in which one group member will be assigned to. These deliverables will be submitted on the same day each respective sprints are due to ensure that every group member has sufficient time to work on their respective tasks. Before the official submission, everyone can review and check each other's submissions to make sure everything is good to go and to also limit the number of mistakes made

Contingency planning

If a team member happens to drop out of the course midway during the semester, it is mandatory that they let the whole team know beforehand so the team will not be unknowingly left hanging. Work can then be planned out and redistributed among the remaining group members accordingly. If a group member consistently misses meetings, unless they provide a very strong and valid reason, the whole group has no choice but to report this issue to the TA or Professor as this will delay the group's efforts. It is expected that every group member adheres to the academic integrity rules provided by the university and to avoid plagiarism at all costs. In the event where a group member is academically dishonest, the group has no choice but to report this issue to the TA or Professor as this issue is considered major and might negatively impact the group as a whole.

We accept these guidelines and intend to fulfill them:

Jason Kenneth Setiawan:

Porom Kamal:

Ryan Ramroop:

Aviraj Waraich:

Dominik Luszczynski:

Kevin Xiong:

Bryan Wan: