

## **Team Expectations Agreement:**

### **Communication**

Team members should communicate via the **Discord CSCC01 Group** server (or alternatively Discord Direct Messages). DMs are expected to be on for members of the CSCC01 Group server. If Discord does not work, a team member can make contact through **email** or **phone number** listed on team.md, though these should be a last resort. Expected response time is **12 hours** from the time that a message is posted. During the last day of a sprint, expected response time is **6 hours**.

### **Meetings**

Half-hour meetings are held online, every **Monday at 1PM** and every **Friday at 3:30PM** on the **Discord CSCC01 Group** server. **Attendance is mandatory**, unless there are extenuating circumstances. These circumstances should preferably be communicated at least 1 hour before the time the meeting commences. Team members should be ready to explain their complete and incomplete tasks. During meetings, the team will decide upon the division of work using group consensus. If needed, the team will also make any adjustments to the division of work at this time.

### **Version Control**

The team will adhere to Git flow. All committed work should be **finished and tested**. Commit messages should be descriptive and brief, adhering to course standards.

### **Submitting Phases**

Submissions to assignments are to ideally be all done the day before the last day of the deadline for the assignment. Here, “submissions” mean that code is committed to the release branch. Every other meeting, the group should review submissions and progress.

### **Contingency Planning**

In the case of a team member dropping the course, the team will contact an instructor and reallocate work. If a team member is consistently missing meetings, the team will first discuss more appropriate meeting times. If the team member continues to miss meetings, the team will contact an instructor for further guidance. Following any other contingencies that cannot be solved through simple communication (e.g. academic offence, someone is in a severe accident), the team will contact an instructor.

**Signatures**

By signing below, we agree to uphold the above expectations:

Name:	Date:
Luoliang Cai	May 25, 2021
Annas Rahuma	May 25, 2021
Lara Kristine Gomez	May 25, 2021
David Tan	May 25, 2021
Raymond Ma	May 25, 2021
Christopher Suh	May 25, 2021
Hui(Selina) Zhi	May 25, 2021