OpenOrganizer Team Contract

Advisor

Dr. Christina Boucher

Team

Kevin Sirantoine

Rachel Patella

Michael Jagiello

Maria Pasaylo

1. Overall Objectives

Our team aims to develop a complete and working, scalable, cross-platform, reminder and note taking organization platform. OpenOrganizer will provide users with a simple way to categorize and visualize reminders and notes through folders and a calendar view alongside the ability to optionally sync their data to the cloud. Providing this option allows users to choose between greater privacy or convenience giving them more control over their data.

2. Individual Responsibilities

Kevin Sirantoine

➔ Local SQLite DB, Back-end development

Rachel Patella

➔ Front-end development, UI, visual design

Michael Jagiello

➔ Server PostgreSQL DB, Cloud sync integration

Maria Pasaylo

➔ Platform Integration, User authentication, Quality Assurance (QA)

3. Values and Agreement Statements

- All team members agree to attend all meetings and presentations on time. If a team member has extenuating circumstances and cannot attend, they will inform others ahead of time.

- All team members agree to answer any correspondence (email or message) within a timely manner (72 hours) unless advanced notice is given for extended absences.

- All team members agree to foster a positive work environment by engaging in open communication. Team members should feel safe to ask for help and share any ideas or concerns relevant to the project.

4. Software Configuration Management

For our version control system, our team will utilize Git and Github. We will be using branches and creating pull requests where another member is required to approve the pull request before merging it to the main branch. The main branch will be the most stable branch, containing only thoroughly tested commits that are ready for production. The development (dev) branch will be the working integration branch to merge new features together and test before updating main. Each new feature branch will be made off of dev. Team members will create a pull request from

the dev branch to main, syncing the two branches during our weekly team meetings. Commits will be documented in accordance with the Conventional Commits guidelines (See here: www.conventionalcommits.org/en/v1.0.0/). A Kanban board inside the Github project repository will be used for the management and tracking of tasks. Tasks can be added to the backlog then marked as ready, in progress, in review, and complete. Any relevant documents will be stored on Google Drive.

5. Meeting Times

Our team will meet weekly on Mondays from 5:30 PM to 6:30 PM ET. Our weekly meeting will proceed as scheduled unless a consensus is reached to reschedule.

6. Meeting times with advisor

Our team will meet with our advisor on Thursdays from 12:00 PM to 1:00 PM ET on a biweekly basis starting on September 1st, 2025. Each member will facilitate or lead at least one meeting with the advisor.

7. Communication

Our team will internally communicate with each other through Discord. With our advisor, we will primarily communicate over e-mail, and video conference using Zoom.

8. Conflict Resolution Protocol

Our team will solve problems by communicating via Discord. If the conflict can not be resolved through messaging, we will schedule a call and have at least one other member mediate. If there is still conflict, we will reach out to our advisor via email describing the conflict and go from there with their guidance.

9. Consequences

If a member violates this agreement, they will initially receive a warning. After three warnings, they will receive a reduction on their peer evaluation based on the severity of their violation. If a member continues to violate this agreement, we will notify our advisor and move forward with their guidance.

10. Signatures

Kevin Sirantoine (signature)

Kevin Sirantoine   08/26/2025

_____

Rachel Patella (signature)

Rachel Patella   08/26/2025

_____

Michael Jagiello (signature)

Michael Jagiello   08/26/2025

_____

Maria Pasaylo (signature)

Maria Pasaylo   08/26/2025

_____