

Team Expectation Agreement

Purpose:

This document outlines the expectations and responsibilities of all team members to ensure efficient communication, timely completion of tasks, and successful collaboration throughout the project.

1. Communication:

- Team members will communicate primarily through Slack messages. Direct calls may be used for emergencies.
- Responses to messages should be expected within 12 hours. Calls should be responded to immediately.
- All team members are encouraged to keep communication clear, concise, and respectful.

2. Meetings:

- Daily standups will take place at 10pm, run by Laksh.
- The team will meet twice a sprint. Once after the new phase releases and once more throughout to check on progress.
- Weekly meetings will be scheduled as needed.

3. Work Division:

- Work division will be discussed as a group during meetings.
- Based on the discussion, the group members may pick up tasks.
- All members will be available to work on a variety of tasks (stories, bugs, testing, requirements).
- Scrum Master will submit all phases on time.

4. Coding Standards

- Commit messages should be full sentences with correct grammar, punctuation, and spelling.
- Squash merging when merging to main or develop.

5. Contingency Plan:

- If issues arise, the team will hold a discussion to align on the project's vision and goals.
- Tasks will be divided evenly based on the discussion to ensure the project stays on track.

By signing this agreement, all team members acknowledge and accept these terms as a commitment to the success of the project and the team.

Team Members:

1. Aashir
2. Risheit
3. Muhammad Bilal

4. Kazi Samin
5. Laksh Patel

Date: 2025-01-22

Signatures: By signing this document, all members agree to adhere to the expectations set forth in this document.