

CSCC01 Team Contract - GMT+8 Gang

1. Methods of communication:

Discord, Email as backup

2. Communication response times:

As soon as possible and at most 12 hours. For emergency fixes, try to respond by 8 hours.

3. Meeting attendance:

Meet at 8 am Toronto Time every weekend. Basically mandatory. If a member cannot attend a meeting, they should inform everyone in the discord 1 day in advance unless it is urgent.

We can set up small meetings (not every member has to attend) on discord if needed to resolve issues (should be short <10min meetings).

4. Running meetings:

Online on discord for 20 mins minimum up to 2 hours. We can allocate extra time if there is an urgent issue at hand.

5. Meeting preparation:

Prepare to talk about what work you did on the project

6. Version control:

git, add a brief description of the change a person made

DONT merge but we need to make a PULL REQUEST after reviewed.

(We ask in a discord group before)

(Explain the code what to do in Jira)

main, develop, feature(?)

7. Division of work:

We decide on the division of work together during meetings, if anyone is stuck on a particular user story, we will discuss during sprints/meetings and reassign tasks appropriately.

8.Submitting assignments:

1.5 days (due to time difference) before the due date.

For every sprint, we make sure somebody is chosen for submitting our work
all of us is going to review the work

9.Contingency planning:

If a user cannot attend a meeting they should inform everyone in the discord 1 day in advance unless it is urgent.

If anyone drops the course, then the person should complete for the user story of the work he or she is completing at the time

Signatures:

Jiaxuan Zhang,
Sarina Pui Ting Cheung,
Suguru Seo,
Hsu Shen (Angus) Lee,
Hong Sung Ye Ansel,
Andreas Alexander,
Pengpeng Cao