Group Project Team Expectations Agreement

Introduction

Purpose

This document will be used to outline and set expectations for the CSCC01 Project (U Impactify) for Team TBD. Included in this document are various documented guidelines for communication, distribution of work, rules, procedures, and methods of communication. All team members are expected to follow the details listed in this team contract, if a disagreement shall occur, the contract may be presented to the instructor.

Scope

The scope of this agreement is solely the CSCC01 Project for Fall 2020.

Communication

Methods of Communication

Most team members have provided a phone number. Contacting a team member via phone should only be done in case of emergency and if the need is urgent. The primary method for quick communication will be the FaceBook Messenger group chat which will also be used for direct message. The discord chat is also available as a secondary method. Team meetings will be hosted on the team's discord server.

Communication Response Time

Team members are expected to respond within 3 hours during the week. On weekends the expected response time is 4-5 hours. Each time a member misses the deadline to reply, it will be noted and addressed in team meetings and the member should have an appropriate reason as to why they were unable to respond to the messages. If the team feels that the act is not justified, it will affect their evaluation report when we are assessing each other.

Meetings

Regular Meeting Times

The daily standup will take place online on discord at 8:00PM from the members locations at that point. Members that are unable to attend must have a justified reason and must notify the others through one of the communication channels before the meeting takes place.

Meeting Logistics

All meetings are mandatory as each member should always be up to date. The meetings will track attendance and items discussed in the form of meeting minutes. These minutes will be uploaded to the Shared Google Drive. Mohammad Khan will be tracking minutes.

Team members are expected to prepare for the meetings by having the following ready:
- Tasks that have been completed
- List of tasks being worked on
- List of any issues faced
- Any other concerns or comments

During the meeting, it is upto the members preference if they want to be on camera or not, but each member will speak one by one on the topics listed above and must share their screens to show visual representations of their work so far, code, issues, and anything else deemed necessary to be shown in visuals.

For tutorials where the entire team is required, the team has chosen to attend tutorial 4, Thursday 10:11.

Coding Practices

Version Control

Github will be used as the code repository. Features will be worked on in development branches that will be labelled with the Jira item number and the initials of the person who is assigned that item. Features must be peer-reviewed by at least two other members before being pushed to the main branch.

Work should only be submitted when thorough testing from two other members besides the assignee have been done, all members are confident it will not cause issues with the other features implementation/function and could be integrated efficiently, no merging conflicts or problems with the master repository.

Code commit messages should contain meaningful information and should start with the initials of the person performing the commit. It should be concise and inform the user what change has occurred.

Division of Work

The team will divide the work evenly amongst members during the sprint planning meetings. We will make sure that each member is comfortable and upto the task of doing their assigned projects and will try our best to give each member the work they want while also challenging each other to enhance our skills. Everyone can address any questions and concerns with their operations and the team will be happy to help each other along the way.

Submission of Work

Sprints will be submitted after each team member has reviewed the work done during that sprint. Once the work has been peer reviewed by everyone and they are confident they have completed their tasks, then either each member can submit their own work or one team member can submit it all together. The projected deadline of submitting the work for each sprint is at least 1 day beforehand of the actual date.

Contingency Planning

Should a team member decide to drop the class, they must notify the group immediately. The group will reallocate all tasks assigned to that member evenly amongst themselves and will notify the TA and professor

If a team member is facing an issue that prevents them from completing the tasks assigned to them, the rest of the team must be notified so a decision on how to proceed can be made.

If a team member cannot make a meeting they must let the team know ahead of time and review the meeting minutes once they are uploaded. They must reach out to the team if things are unclear.

If a team member consistently misses meetings, the team will have a discussion with that member and if the issue is not resolved it will be brought up with the TA and professor and will have an effect with their evaluation.

In cases of academic dishonesty, the professor or TA will be made aware and will handle the situation accordingly.

Confirmation of Agreement

By writing our names below, we accept these and intent to fulfil them:

- Mohammad Amr Khan
- Chuan Peng Xu
- Sofia Rahul
- Rui Wu
- Mohammad Sajjad
- Sahil Hakimi
- Wentao Ge