

Our agreement

Main communication channel	Slack (https://acec01.slack.com)	Response time within 6 hours
Meeting schedule	Tuesday Stand up meetings	On Slack at 8pm, 15 minutes Last person online takes meeting minutes Update team with accomplishment since last meeting, and current work and provide timeframe for completion
	Thursday in-person meetings	BV labs at 3pm, 1 hour Update team with a demo, if possible, of work you've done since last meeting. Assess overall team progress, and divide new work to members
Division of work	<p>Discuss current accomplishments, and plan goals for the week</p> <p>Team leader will divide work between members to reach goals by next Friday meeting</p> <p>Team leader rotates every in-person meeting</p>	
Commits and version control	<p>Commit current work before every meeting, providing log message in form of "[TASK/GOAL] Progress made" E.g. "[DELIV 1] Add team agreement"</p> <p>Commits must leave code in working condition</p> <p>Raise/track issues with github</p> <p>Team leader will assign code review partners every in-person meeting</p>	
Contingency planning	When a team member won't be able to finish assigned work	<p>Must notify team ASAP, during meetings at the latest</p> <ul style="list-style-type: none"> Task will be reassigned to another member
	When team member misses 3+ meetings	Must notify team ahead of time, if possible, and provide acceptable reason for absence

	When team member drops course or academically dishonest	Notify team TA ASAP, during Friday tutorials at the latest
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We accept these guidelines and intend to fulfill them
(signed September 19, 2016):

Melissa Tam

Audrey Cheng

Tian Xia

Sam Wong

Kc Udonsi