

Team Working Agreement - Scheduling Statistically

1. Communication
 - a. Standup Meetings
 - i. Three days a week, planned at the end of the previous week.
 - ii. Each member shares what they have been working on, what they plan on working on, and any blockers.
 - b. Communication Channels
 - i. Discord, SMS/iMessages
 - c. Response Times
 - i. Within 1 hour during 8AM - 8PM
 - d. Meeting Etiquette
 - i. Punctuality
 - ii. Preparation
 - iii. Focus
 - iv. Participation
2. Collaboration
 - a. Pair Programming
 - i. At least twice a week
 - b. Code Reviews
 - i. Pull requests for all changes
 - ii. Review within 24 hours if possible
 - c. Knowledge Sharing
 - i. Share progress and learnings after completion on discord in one of the following
 1. #frontend
 2. #backend
 3. #management
 4. #general
3. Development Practices
 - a. Version Control
 - i. Git via Github, GitKraken, or other comfortable Git tools.
 - b. Commit Messages
 - i. Use concise language
 - c. Branching
 - i. Use Branching when working on complex, volatile sections.
 - d. Testing
 - i. Required for complex systems
 - e. Code Style
 - i. Follow Code Styles mentioned in Style Guidelines.
 1. Style Guidelines link: [HERE](#)

4. Task Management
 - a. Task Board
 - i. Jira
 - ii. Backlog, ToDo, In Progress, Done
 - b. Sprint Planning
 - i. Weekly on Sunday
 - ii. 1 Hour
 - iii. All Members
5. Work Hours and Availability
 - a. Core Hours
 - i. Time: 8AM - 8PM
 - ii. Expectation: Reply to messages within 1 hour
 - b. Flexible Hours
 - i. Work whatever hours you must outside of those core hours
 - c. Emergencies
 - i. Notify the team & professor ASAP.
6. Conflict Resolution
 - a. Address Issues Early
 - i. Raise issues as soon as they arise via direct communication
 - b. Respectfulness
 - i. Be respectful and somewhat professional
7. Continuous Improvement
 - a. Retrospective
 - i. End of each sprint
 - ii. Discuss what went well, what didn't, and what needs to improve
 - b. Feedback
 - i. Regular, constructive feedback aimed at growth
8. Documentation
 - a. Project Documentation
 - i. Documentation on Discord, or Slack or in .md on the document.
 - b. Code Documentation
 - i. Comment code nicely following [Style Guidelines](#).
 - c. Meeting Notes / Recordings
 - i. Record meetings on Zoom and share via Google Drive

This is a best effort Team Working Agreement, if you are unable to uphold these standards to the fullest extent, do not fret, but make every effort to uphold these standards.