

Team Expectations Agreement

When working in a team, problems occasionally arise. One source of problems is differing expectations of team members. This document will serve as a guideline while working on establishing team expectations.

Below is our team's agreed-upon set of guidelines.

Team Guidelines

1. Methods of Communication

- Primary communication: Discord and iMessage group chat.
- Secondary communication: Phone calls if urgent
 - Ifeoluwa Dare James - 4373855605
 - Shivani Srinivasan - 6479045850
 - Jasmine Gherman: 437-774-6357
 - Angeline Samuvel: 6478966265
 - Kyle Tse: 4372889352

2. Communication Response Times

- Email: within 5 hours
- Messenger/Text: within 2 hours
- Urgent matters: immediate phone call

3. Meeting Attendance

- Meetings will be held **Weekly (unless we've all agreed to just work remotely on specific weeks)** at the Discord Voice channel on **Mondays at 2:30 - 3:30 pm**.
- Attendance is **mandatory (Communicate with group members if we are late or have to miss a meeting)**.

4. Running Meetings

- Meetings will be **Online**.

- A rotating member will take minutes.
- The agenda will be shared in advance.

5. Meeting Preparation

- Members must review agenda and assigned work before meetings.
- Each member must come prepared to report on their assigned tasks.

6. Version Control

- We will use **GitHub**
- **Only working code** will be committed.
- Commit messages should be descriptive and professional.

7. Division of Work

- Work will be divided fairly according to skills and availability.
- The team will collectively decide task assignments.

8. Submitting Assignments

- One designated member will submit the final assignment: Angeline Samuvel
 - Backup: Shivani Srinivasan
- Submissions must be reviewed and approved by at least 2 other members.

9. Contingency Planning

- If a member drops out, work will be redistributed.
- If a member consistently misses meetings, the issue will be reported to the instructor.
- If a member is academically dishonest, the issue will be reported immediately to the instructor.

We accept these guidelines and intend to fulfill them (sign below):

Name	Student number	Signature	Date
Ifeoluwa Dare James	218334284		2025-10-06
Angeline Samuvel	218787606		2025-10-06
Jasmine Gherman	220575882		2025-10-06
Kyle Tse	220250544		2025-10-06
Shivani Srinivasan	220703294		2025-10-06