

# OAC Group C Working Agreement

## Working Hours:

10 hrs per week outside meetings max

## Roles:

**Client Liaison:** Zach Prenovost

**Technical Leader/ DevOps:** Karlen Speiser

**Project/ Scrum manager:** Cam Wilson

**QA Leader:** Aidan Murphy

## Team Expectations:

Meetings: Meetings will be attended by all group members and all group members will be prompt and on time, if a group member is unable to attend a meeting for any reason they will communicate to the group prior to the meeting through discord and the group shall determine best course of action on a situational basis. This may include changing the meeting time or catching up the member who was unable to attend.

Before meetings all members are expected to have read the meeting agenda and prepared a report of progress as well as any issues with the project.

Meeting Schedule: Monday's, 1:00pm, COM 008

Communication outside of meetings is through discord, check daily unless otherwise stated. Discord can also be used as a collaboration tool when working on the project together remotely.

Working hours - decided in team meeting every week

Tasks to be determined by scrum manager each week. Each group member will layout their plan as to finishing their tasks to the group. Including details as to when they are planning to work on their tasks.

Group members will communicate if they feel they need any assistance or clarification in completing tasks and the rest of the group will work to develop a solution in coordination with the group member. **Address any issues to the correct party (at the right time).**