# Goon Squad Team Agreement

**Method of Communication**

Our main form of communication software is Discord. We will have different channels for development, casual conversations, etc. by using Facebook Messenger and general texting. Through these channels we will be able to keep everything in one place while making sure our work is organized.

**Communication Response Time**

Within 30min - 1hr regardless of the method of communication, unless it has been communicated earlier that someone will not be able to respond within this time frame for a legitimate reason.

**Regular Meeting Times**

Monday: 5pm - 7pm (IC 4th floor lab, this is mandatory).

Wednesday: 9am - 3pm (this time slot is to meet up and work on the deliverable together at school but is not mandatory).

Sunday: A quick 15-20 min meeting on Discord for weekly updates and discuss plans for the upcoming week. The time will be determined by everyone's agreement and is mandatory.

**Meeting Attendance**

Monday (in person) and Sunday (online) Discord meetings are mandatory for everyone. Wednesday meetings are optional (will be discussed if we want to meet up during a weekly Sunday meeting). Meetings can be arranged when needed.

**Code Standard and Version Control**

Only code that aligns with our DOD (see below) should be committed to our GitHub repository.

**Deliverable Proofreading**

Before submitting the final version of the deliverable, all members will look over and proofread all relevant data to ensure that there are no grammar/punctuation mistakes, meet the assignment requirements, and have satisfactory writing. This must be done atleast one day prior to deliverable deadline so the necessary alterations can be made.

**Dividing Up Work**

During the initial deliverable introduction, we will sit down and get to know everyone's strengths and weaknesses and then appropriately divide up the tasks amongst ourselves according to the requirements of the deliverable.

Nikki L. Quibin    Swarnajyoti Datta    Beiyang Liu    Leo Li    Hajoon Choi    Laine London    Junil Patel