Team Expectations Contract

September 18, 2021

Methods of Communication

The primary method of communication is through the *Backend Boiz Club* Discord server and the secondary method is through email.

Communication Response Times

All messages sent on Discord, if contains an @ tag, must be responded to within 24 hours. Also, emails sent to members must also be replied to within 24 hours.

Meeting Attendance

Standup meetings will occur every weekday of a sprint cycle at 8PM (EST) through the Discord server in the *Stand-up* channel. All standup meetings, otherwise mentioned, are mandatory. Additional meetings will be scheduled as necessary and upon approval of all team members.

Meeting Preparation

As mentioned above, meetings occur every weekday of a sprint cycle at 8PM (EST) on the Discord server. All meetings will be done online and no in-person meetings will be scheduled. Each member will be given adequate time in round robin order to share their updates and statuses on their assigned tasks.

Version Control

Commits must be made often and large commits that contain lots of changes should be completely avoided. Commits must encapsulate the smallest possible change to the code base. All commit messages must adhere to the conventional commit standard.

Division of Work

All team members will receive a fair and balanced workload. All tasks will follow the self-assignment methodology where users decide which tasks they wish to work on. When applicable, tasks should be assigned in such a way that all users contribute a similar amount of story points to the sprint. In the case where a task is not willingly picked up by any team member. A discussion will be held and the most suitable person for the task will be assigned the task.

Submitting Assignments

All submissions to the *main* branch must be done 24 hours before a deadline. Therefore, a 24 hour code freeze will be implemented on the repository before major deadlines. All pushes to the *dev* branch must be reviewed by two other team members before being merged. It is the responsibility of every member that their submissions are up to standard and pushed to the repository in a timely manner.

Contingency Planning

If a team member drops out of the course their workload will be equally distributed among the remaining members. Any leftover work will be put on the backlog to be completed in future sprints. If a team member misses multiple meetings a one-to-one meeting will be held with the individual. If the situation gets worse it will be raised to the attention of a T.A or the professor. If a team member is academically dishonest it will be immediately brought to the attention of the professor. Any other situation will be assessed on a case by case basis.

Acknowledgment

I ACKNOWLEDGE THAT I HAVE READ, AND DO HEREBY ACCEPT THE TERMS AND CONDITIONS CONTAINED IN THIS TEAM AGREEMENT.

Tanzim Ahmed
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Ahmed, Tanzim (ahmedmd3)

18/09/2021
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Date

Mark Chen
_____
Chen, Mark (chenl146)

18/09/2021
_____
Date

Tony Chen
_____
Chen, Tony (chento24)

18/09/2021
_____
Date

Steven Limantoro
_____
Limantoro, Steven (limantor)

18/09/2021
_____
Date

Krutik Shah
_____
Shah, Krutik (shahkr10)

18/09/2021
_____
Date

Payam Yektamaram
_____
Yektamaram, Payam (yektamar)

18/09/2021
_____
Date