

CSCC01 Team 11 Expectations Agreement

1. Methods of communication (email, phone, messenger, text, . . .)
WhatsApp, used for general communication
Email, used for announcements or important CC with TA or instructor
Phone, used to important direct contact
2. Communication response times (email, phone, messenger, text, . . .)
WhatsApp: at most 5 hours
Email: at most 1 day
Phone: under 10 minutes if not busy
3. Regular meeting times,
Monday: 9am-11am
Wednesday: 3pm-4pm
Thursday: 6pm-7pm
Friday: 3pm-4pm
4. Meeting attendance (when to meet, whether all meetings are mandatory, . . .)
IC406 computer lab, IC404, or IC Meeting Rooms
5. Running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)
In person face-to-face
Agenda and Minutes roles on rotation
6. Meeting preparation (whether preparation is needed, what to prepare, . . .)
Prepare agenda items together
Keep track of what you completed, what you plan to do, and what problems you have/had
7. Version control (what to/not to commit, content of log messages, . . .)
Master branch, feature branches, exploratory branches
Code reviews (pull request) must occur when merging feature branch to master
Commit messages should include a summary of what feature was worked on, any bugs fixed or created, unit tests coverage
8. Division of work (how to divide work, who will decide who does what, . . .)
User stories are divided equally as well as possible, should be done during meetings
Each team member should work on their on User story, can work together if necessary
9. Submitting work (when to submit, who will submit, who will review the submission, . . .)
Work must be merged by the Monday team meeting

Work for submission must be reviewed at least 1 hour prior to the deadline

10. Contingency planning (what if a team member drops out, what if a team member is sick for a significant period of time, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . .) We suggest that in these cases, a team promptly seeks help from the team TA or the instructor. It is important not to let such situations escalate.

All missed work must be explained

If sick, communicate with the team that you will not be working on something

If not feeling well and may underperform, also communicate

We accept these guild line and intend to fulfill them (sign below)

Isin

Leo Chan

AB

Tayyub.W

Vate
