

## 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, . . . )
  - Attendance: All meetings are mandatory, unless discussed among all members.
  - Meeting Locations: IC406 computer lab, IC404, IC Meeting Rooms, Library Group Study 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 pushed to feature branch prior to Monday meeting
- Work must be merged by/during 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.

- If late, must provide a valid reason.
- 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

11. Technologies

- Java, for programming the Desktop Application.
- Jswing, for graphical user interface.
- Trello, for keeping track of User Stories, product backlog, sprint backlog, and current sprint.
- MySQL, for keeping track of user data and Database.

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

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