



# ZODIAC TREE\_

Team ZodiacTree\_  
Team agreements

Team members

David Wan  
Matthew Lau  
ShiFeng Jin  
Ryan Young  
Junzhi 'Jackson' Chen

This document provides a clearer view on the guidelines that the team discussed and agreed:

1. Method of communication:

- Email
- phone calls
- SMS
- Discord (software) for voice and text chat.

2. Communication response time:

- Within 6 hours under normal condition
- ASAP for emergency.

3. Regular meeting time:

- every Wednesday 11 am – 12 pm
- one hour meeting scheduled between Saturday 7-9 pm or Sunday 7-9 pm

4. Meeting attendance:

- All of member should be in the meeting.
- Absence given reasonable circumstances

5. Running meeting:

- For every Wednesday 11:30-am – 12 pm meeting:
  - i. Face to face
  - ii. At campus location
- For every Weekend meeting:
  - i. Online, through Discord voice chat and text chat
  - ii. Discussed items will be kept in the chat.

6. Meeting preparation:

- No preparation required.
- Issue related to the project can be raised and discussed
- And new ideas will be examined.

7. Version control:

- Try at our best push broken code
- Commit message should be related to the content of the commit.

8. Division of work:

- Most likely the coding and program designing will be split upon teams
- Everyone is expected to do a fair share of work

9. Submitting work:

- During the weekend meeting, members will get together and discuss the submission.

10. Contingency planning

- TA and Prof for academic dishonesty.
- If one of the members is dropping the course, he/she will give notice a week before
- If he/she is sick, notify other members ASAP, so the work will be assigned to other members.