

Team Expectations Agreement

- Methods of communication:
 - Primary Platform:
 - WhatsApp
 - Secondary Plattform:
 - Phone Calls
 - All communication will take place on a WhatsApp group, including updates, document sharing, and meeting scheduling.
- Communication response times:
 - Team members will respond on WhatsApp
 - Each member should respond to a message within 16 hours
- Meeting attendance:
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- Running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)
 - Meetings take place through two methods:
 - Face-to-Face
 - At our house (All members live at the same property)
 - Online
 - If team members are not present on the property, we will host a meeting online through zoom/discord.
- Meeting Preparation
 - Each member posts a one-paragraph update on WhatsApp 12 hours prior
 - Review the agenda and any shared docs before the meeting
 - Come ready with blockers, questions, or demos as needed
- Version control (what to/not to commit, content of log messages, . . .)
 - We use GitHub for version control
 - GitHub Branches:
 - Each person creates their own branch when working on a feature called "feat/<teammate_name>/<feature_name>"
 - Pull Requests:
 - Create a PR into **Develop** once the feature is complete, but don't merge it.
 - We will have the following Branches:
 - Main (no one touches this branch, no PR can be merged into this without consulting other teammates).
 - Develop (You can merge directly into this if there are no conflicts, otherwise send a text into the group chat).
 - Each teammate has their own branch In case there is a bug either **Develop** or **Main**, we create a "hotfix" branch
 - Commits should be anything that makes sense.
 - Each Teammate should update their progress on Jira. (Eg: feature progress, pull requests, new branch creation).
- Division of work

- Shaaf: FullStack, Mockups, etc.
- Adrit: Back-End, Data Analytics, etc.
- Victoria: Scrum Master, Front-End, Data Analytics, etc.
- Pranav: User interface, Front-End, Back-End, etc.
- submitting assignments
 - We will have a meeting a day before to finalize all aspects of the deliverables
 - Then we will unanimously choose a member to submit
- Contingency Planning
 - Unresponsive or departing member:
 - Notify the team immediately on WhatsApp
 - Redistribute their tasks among remaining members
 - If unresolved within 48 hours, escalate to the course coordinator
- Missed deadlines or poor quality:
 - Discuss root cause in next meeting
 - Reassign or pair-program to catch up
 - Persistent issues escalate to the supervisor for mediation

We accept these guidelines and intend to fulfill them (sign below):

 Muhammad Shaaf Yousaf

 Adrit Pandey

 Victoria Gadea

 PRANAV MUNDHRA