Team Agreement

Method of Communication

Any serious communication regarding the project, for example- personal deadline extension, status, or bug, must take place in Slack. Any casual conversation should take place in Discord. No phone calls should be made to any member unless absolutely necessary. If there is an urgent situation and the member is not responding to Slack or discord messages, another member is allowed to text him regarding the issue on his mobile number.

Personal Deadline

Any crucial tasks for the sprint are recommended to be finished 4 days prior to the sprint demo. However, the task must be finished and reviewed two days prior to the demo day. If you are not able to finish the task or have personal circumstances that are preventing you from doing it, reach out to the team promptly.

Communication Response Time

Each member must respond within 24 hours if another member has a question regarding the project.

Meeting Attendance

The team will meet every night at 9:00PM on Discord to discuss progress and future plans. If a member cannot attend a meeting, they must inform the team in advance and send any status updates via text on Slack or Discord.

Meeting Preparation

Meetings are everyday so no preparation is needed as any issues can be addressed on a daily basis.

Version Control

All changes are to be committed to their corresponding feature branches and pull requests will be made once features are completed. Standard commit log message convention will be used.

Division of Work

The division of work for the next sprint will be discussed in the sprint review meeting at the end of sprint. Any tasks regarding reviewing the meet will be discussed and assigned as a task during division of work as well.

Submitting Assignments

Submitting is as per personal deadline above to account for any personal issues that occur. Submission should happen on same day as personal deadline or maximum 1 day after and Ansh will do it. Everyone can review the submission - that can be split up equally for different parts of the project.

Contingency Planning

Inform the team in advance if you are planning to drop the course(even if you are not sure about dropping it) and the team will start delegating the work and responsibilities to other members in equal measure and also inform the instructor. In the case of academic dishonesty the offending member will be reported to the instructors.

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

Ansh Patel

Shubham Garg

Bo Rui Duanmu

Zhuolin Fu

Eric Lin