

# Team Expectations Agreement

## Team Member

1. Name : Judy Ding  
Email : [n.ding@mail.utoronto.ca](mailto:n.ding@mail.utoronto.ca)  
Phone Number : 647-868-8253
2. Name: Haotian (Andy) Zhang  
Email: [ah.zhang@mail.utoronto.ca](mailto:ah.zhang@mail.utoronto.ca)  
Phone Number: 437-925-4503
3. Name: Bryan Tam  
Email: [bryanck.tam@mail.utoronto.ca](mailto:bryanck.tam@mail.utoronto.ca)  
Phone Number: 647-573-9764
4. Name: Ashley Lin  
Email: [ashleyyy.lin@mail.utoronto.ca](mailto:ashleyyy.lin@mail.utoronto.ca)  
Phone Number: 647-862-4812
5. Name: Kevin Wang  
Email: [kevinkevin.wang@mail.utoronto.ca](mailto:kevinkevin.wang@mail.utoronto.ca)  
Phone Number: 647-975-5866

## Methods of Communication

- Discord and Slack for communication with TA and prof, Backup is Instagram

## Communication Response Times

- Respond within 12 hours to Discord

## Meeting Attendance

- Meet every tuesday 4pm-5pm after tutorial and in between class, online every Thursday Saturday 10pm

## Running Meetings

- In person Tuesday, online every Thursday Saturday 10pm

### **Meeting preparation:**

- Review the agenda before the meeting
- Confirm availability for upcoming sprint tasks
- Be ready to discuss role assignments (frontend, backend, UI/UX)
- Questions to be answered in every meeting:
  - What have I completed since the last meeting?
  - What will I finish before the next meeting?
  - Are there any obstacles? If so, what are they?

### **Version control**

- use Github, git flow for feature branch
- commit messages clearly explain features added
- branch category: feature (adding for modifying a feature), Bugfix (fixing a bug in development), Hotfix (fixing a bug in production/ release), chore (everything else)

### **Division of work**

- work will be divided based on work load and ability tracked using JIRA
- To estimate how long a story takes, story points will be used in the Fibonacci sequence (1,2,3,5,8,13). The maximum points are 8 for a story, and if it is higher than that it needs to be broken down into smaller pieces.
- Everyone can choose stories they want to work on, if more than one person wants the same story the person with the fewest current tasks gets it, if there is a tie it goes to the person who has done similar work before.
- Roles:
  - Frontend: Judy Ding, Ashley Lin
  - Backend: Kevin, Bryan, Andy
  - UI/UX: Judy Ding, Kevin

### **Submitting assignments (when to submit, who will submit, who will review the submission):**

1. All the projects need to be reviewed by at least two team members 24 hrs ahead of the deadline.
2. When it comes time to submit work for marking at the end of each Sprint, we will follow the release method of Git Flow
3. Create a branch called release/(MAJOR.MINOR.PATCH) at least 1 day before the due date.

File display

4. All features for this release must have been completed at least 1 day before the due date.
5. At least 1 team member is required to review each other's stories and see if there are any bugs or missing documentation and meet the acceptance criteria for it
6. Repeat the above step until all the team members approve the changes The MAJOR.MINOR.PATCH is related to Semantic Versioning. Once it is approved by the team it will be squashed and merged into both 'develop' and 'main' branches, with one for the main being tagged. This will be done by an alternating individual in each sprint.

**Contingency planning:**

1. If a team member consistently misses meetings or tasks, the issue will be addressed privately first.
2. If unresolved, the team will inform the instructors.
3. In cases of academic dishonesty or team members drop out, the instructor will be notified immediately.

**Signatures:**

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

Kevin Wang

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Haotian (Andy) Zhang

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Ashley Lin

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Bryan Tam

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Judy Ding

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