

Team Agreement

Written by Thomas

We, the members of the “Course Matrix” project, have agreed on the following rules for project development:

Method of Communication:

The main method of communication will be through discord, with a backup method through Phone calls / Text Message (only used during cases of urgency).

Communication Response Times:

Communication Response should not exceed 12 hours at any time.

During 10am-10pm Weekdays, it should not exceed 4 hours (Reading week + Holidays excluded).

Meeting Attendance:

All meetings will be scheduled by Thomas, the scrum master.

There will be 3 mandatory meetings per week. With Tuesday 12-1pm being in person, and Friday 9-10pm, Sunday 9-10pm being virtual. If you cannot attend a meeting, please notify the rest of the team 12 hours ahead of time.

More meetings may be scheduled as needed (when the deadline is closer).

Running Meetings:

The in person meeting will be done in the tutorial room (BV 498)

Virtual meetings will be done in Discord.

Lateness for a meeting is being 5+ minutes late.

If there is more than 1 person missing / unable to attend the meeting, the meeting will be rescheduled.

Meeting Preparation:

Thomas will be managing all of the preparation work for meetings and if anyone else is needed to contribute, they will be notified 12 hours in advance.

For a meeting preparation, a to-do list will be compiled, alongside things already being accomplished.

Version Control:

The version control will be done with Git Flow as taught in Lab 1 and the commit messages must be clear, precise, meaningful and consistent.

Division of Work:

All division of work will be discussed during meetings. If any member requests any sort of change, they will notify Thomas and any other members involved for the change.

Submitting Assignments:

An assignment will be submitted when all members of the team consider the assignment to be “finished” and “reviewed”.

Thomas will be the one submitting the assignments.

Contingency Planning:

In the case of a team member dropping out, consistently missing meetings (3+ times), and being academically dishonest, either the TA or the Professor will be notified as soon as possible in order to prevent escalation.

Anything that Thomas is unable to do will be conducted by Kevin instead.

Signed,
Thomas Yang
Kevin Lan
Masahisa Sekita
Minh Tran
Austin Xu

Tuesday, Jan 21, 2025