

# Team Agreement

- **Methods of communication (email, phone, messenger, text, . . . )**
  - Primary: Slack
  - Secondary: Discord
  - Other Methods: Email, phone, messenger, text (if necessary)
- **Communication response times (email, phone, messenger, text, . . . )**
  - Within 24 hours of receiving a ping on Slack, Discord, Email
- **Meeting attendance (when to meet, whether all meetings are mandatory, . . . )**
  - Quick 15-30 minute stand ups on Monday, Wednesday, and Friday at 10 PM
  - At the end of each sprint, there is a grooming session to plan out the next sprint
  - Mandatory for the most part, unless foreseen circumstances/difficulties (should be communicated)
- **Running meetings (when, where, face-to-face vs. online, who takes minutes)**
  - All meetings are held online via Slack (voice/video/screen-share as needed)
  - Meeting minutes will be shared on Slack for reference
- **Meeting preparation (whether preparation is needed, what to prepare, . . . )**
  - Stand-ups: Be ready to briefly describe:
    - What was accomplished since the last stand-up
    - What is currently being worked on
    - Any blockers or issues preventing progress
  - Sprint Grooming: Review backlog items before the session to suggest refinements and prioritizations
- **Version control (what to/not to commit, content of log messages, . . . )**
  - Use Git for version control (GitHub/GitLab/Bitbucket).
  - What to commit:
    - Source code
    - Documentation
    - Necessary configuration and submission files
  - What not to commit:

- Personal environment settings (e.g., .vscode, .idea)
- Directly onto main (always use feature branches and merge through pull requests)
- Untested or broken code when merging
- Secrets and credentials (use environment variables or a secrets manager)
- Commit Messages:
  - Should be clear and concise, summarizing the change made
  - Follow a structured format (e.g., feat: added new API endpoint or fix: resolved login bug)
- **Division of work (how to divide work, who will decide who does what, ...)**
  - Work will be divided based on expertise, interest, and workload balance
  - Task assignments will be decided collaboratively during the grooming session
  - All tasks should be documented and tracked using Jira
- **Submitting assignments (when to submit, who will submit, who will review the submission, ..)**
  - Scrum Master will submit each sprint
  - Sprint Review will be done the on the day the sprint is due by preferably the whole team
- **Contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, ...)**
  - If a team member drops out:
    - The remaining team members should redistribute tasks and seek guidance from the instructor.
  - If a team member consistently misses meetings:
    - Reach out to them privately to check in.
    - If the issue persists, escalate the concern to the instructor.
  - If a team member is academically dishonest:
    - The team should immediately report the issue to the instructor.
    - Any affected work should be reviewed and corrected before submission.

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



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