

Team Expectations Agreement

Communication

Methods of Communication

The Vectre Labs Discord server will be used as the main form of communication for the length of this project. Team members are encouraged to use Discord's private messaging features to communicate with one another ad hoc.

Email will be used as a secondary form of communication if for some reason Discord is unavailable.

For emergency purposes, team members may be contacted through their emergency form of communication as listed on the 'team.md' document.

Communication Response Times

Team members are expected to respond to messages within a timespan of 3 hours on all forms of communication. However, this may be waived under reasonable context i.e. for messages sent in the middle of the night or a team member has listed themselves as unavailable beforehand.

Meetings

Meeting Attendance

All team meetings (such as sprint planning or standup) are considered mandatory for all team members. If for some reason a team member is unable to attend, the member is advised to give a notice 1-2 days beforehand.

Ad Hoc meetings are not required to be attended by all members unless otherwise stated by the runner of the meeting.

Team members must agree to meet every Monday, Wednesday and Friday at a time most convenient for all members.

Running Meetings

All team meetings will be held on Discord over voice call. With the exception of the standup meetings, all team meetings will be held on the Vectre Labs Discord server.

Each member of the team will take turns recording meeting minutes for the whole team. The order is:

Prachyo
Henry
Nikhil
Zhao Ji
John
Peter C.

Meeting Preparation

Each member of the team is expected to make reasonable amounts of progress for their task. They must also come to team meetings with updates on their progress, what they are stuck on (if any) and what they plan on accomplishing before the next team meeting.

Version Control

This project will adhere to the gitflow paradigm with a 'master' and 'develop' branch. Branches will be created for tasks/bugs that will be merged into the 'develop' branch after a pull request is made.

All code commits must have a descriptive yet concise commit message for the purposes of logging. Furthermore, code commits in pull requests must be thoroughly tested and must follow proper standards for the language/technology used (such as files to ignore in the .gitignore or coding standards). Afterwards, the pull request must be reviewed and approved by at least 1 other team member before being merged.

Division of Work

Features from the backlog will be broken up into tasks and distributed to members of the team with regard to the member's interest, skill and capacity for the sprint.

Team members might also be assigned a task they are uncomfortable with (with regard to their skill or interest) but members are highly encouraged to help one another with their tasks to complete them to the best of their abilities.

Submitting Assignments

The team will aim to complete all assignments 48 hours before the deadline while the last two days can be used for last minute details or emergencies.

All assignments must be reviewed and approved by the whole team before being considered for submissions. Afterwards, the team will pick one person to submit the assignment.

Contingency Planning

If a team member wishes to drop out of the course for any reason, they must provide a notice as early as possible to the rest of the team. The workload can then be redivided amongst the rest of the team.

Any other issues with a team member (such as missing meetings/deadlines or unprofessional insubordination) will be handled on a case-to-case basis with the whole team. If a problem still persists, the course instructor will be involved.

The only exception is in the case of academic dishonesty from a team member, in which the instructor will be notified immediately.

Signatures

I acknowledge that I have read and accept the terms and conditions outlined in this document for the remainder of this project.

Prachyo Sarker **5/24/2022**

Peter Yan Tsai Chow **5/24/2022**

Zhao Ji Wang **5/24/2022**

Henry Wong **5/24/2022**

Nikhil Lakhwani **5/24/2022**

Tuan Ky Pham **5/24/2022**
