

Catkins Team Contract

Methods of Communication

1. Email
 - Use case: Only to send large files
2. Discord (Main)
 - Use case: Meetings on Discord Server, discuss ideas, provide updates on our progress, etc
 - Response time: Within 24 hours
3. Phone call
 - Use case: Emergency and someone can't be reached through Discord or Email
 - Response time: Immediately

Meetings

SCRUM meetings

- Frequency: Twice a week (Flexible)
- Location: Catkins Discord
- Time: Monday 7pm, Wednesday 7pm (Flexible)
- Minute taker: Tian

Version control

- When to push to feature: Up to the team member, but to keep in mind to save big changes often
- When to push to dev: When the feature is fully implemented and tested. (Case by case)
- When to push to main: When at least one another member review the push request
- Commit message format:
 - Short general summary + quick bullet formatting of changes

Distribution of work

- Work will be distributed in the beginning of every sprint to set expectations
- It will be based first on team member interests and skills
- Everyone should contribute to ideas via Discord or group chat regarding UI design and User Stories
- Everyone should feel free to ask help when dealing with trying to solve bugs if they are stuck

Submission

- When to submit: Sprint deliverables should be pushed one day before the actual deadline
- Approval process for submitting: Everybody has their own branch and they open a pull request when they want to submit

Contingency planning

- Team member drops out
 - First option someone is free and take on the work
 - Put hold, and re-assign immediately
- Team member consistently misses meetings
 - Discord @ them and/or email them
 - Call them by the phone to see if they are picking up, if they don't pick up or they still don't do work then talk with TA and professor for accommodations

We accept these guidelines and intend to fulfill them:

Mario Liao - September 21, 2022

Patricia Nagatani - September 21, 2022

Ilya Kostin - September 21, 2022

Yangkun Li - Sep 21, 2022