

## Momentie

- **Methods of communication:**
  - Wechat, Discord, Cellphone.
- **Communication response times (email, phone, messenger, text, . . . )**
  - Within 12 hours.
- **Meeting attendance (when to meet, whether all meetings are mandatory, . . . )**
  - Tuesday 2-4pm, Recommended.
  - Stand-up: (2-3 times a week, night-time preferred)
- **Running meetings (when, where, face-to-face vs. online, who takes minutes, . . . )**
  - Everyone: Tuesday at 2pm - 4pm, face-to-face;
  - Everyone: Thursday at 9.30pm-11pm, remote
  - Standmeeting: 15-min meeting every two days. At 9.30pm
- **Meeting preparation (whether preparation is needed, what to prepare, . . . )**
  - Completed tasks (individual)
  - To-do list (team & individual)
  - Impediments
- **Version control (what to/not to commit, content of log messages, . . . )**
  - Merge request message required (major amendments), link/note user story or feature
  - Merge request should be reviewed by Yawen Zhang and Shaopeng Lin
  - Each commit should have descriptive comment on changes
  - Each commit should be working, i.e., the program should not crash.
- **Division of work (how to divide work, who will decide who does what, . . . )**
  - Model (Back End): Xuen Shen, Jerry Han, Shaopeng Lin
  - View (Front End): Haoming Hu, Yuhan Pan
  - Controller: Yawen Zhang, Xu Zheng
- **Submitting assignments (when to submit, who will submit, who will review the submission, . . . )**
  - First submission 12 hours before the deadline
  - Review and submitted by Haoming Hu
- **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, .**

**. . ) We suggest that in these cases, a team promptly seeks help from the instructor. It is important not to let such situations escalate.**

Member drops out: divide the work the member remains as quick as possible

Member misses meeting/delays committing: Summarize bullet-point notes for every meeting, so people who missed the meeting can review. Beat him up if no acceptable reasons are provided.

Member is academically dishonest: consult instructors by email/face-to-face

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

Haoming Hu

Shaopeng Lin

Jerry Han

Xu Zheng

Yuhan Pan

Xuen Shen

Yawen Zhang