Team Expectations Agreement

Contents

Methods of Communication

Main form of communication will be on the Discord channel created for this project (https://discord.gg/Z7ztZY3ePV).

If anyone is unavailable on discord/does not respond, they can be contacted through their email or method listed in "Best Way to Contact" in teams.md.

Communications Response Times

Communication response times will vary between cases but as a general rule members should respond within 24 hrs.

Meeting Attendance

Demos and all meetings set by the course are mandatory and all members should attend each one. If for any reason someone cannot make it to one of these meetings, they should let everyone know well in advance.

Daily status reports will be written out on Discord (What I did yesterday, What I need to do, blockers, etc) and items that require group collaboration (project documents, assigning tickets, etc) will be done on a voice channel on an ad hoc basis.

Running Meetings

When and where is outlined in the section above "Meeting Attendance", the tutorial chosen for demos/standups will be TUT 2 (Tuesday 6-7)

Version Control

Branches

- As with good practice, develop features using feature branches, merge into develop -> main, use what is taught in TUT Week 1 slides.

Commit Messages

- Write concise but descriptive message of what the commit is about (include ticket number?)

Review

- Have at least 1 other person review your PRs before merging them

Division of Work

Have Sprint planning meetings at the beginning of every sprint to create tickets and distribute them to the team. Someone will take a PM role in order to oversee and guide this process.

Submitting Assignments

If it's a group related document/assignment we will get together to have a meeting to review/submit.

Contingency Planning

- If someone drops out, have a meeting to discuss further plans (with TA/prof) and distribute workload
- If someone constantly misses meetings, reach out and discuss the reason behind the person missing the meetings
- If someone is academically dishonest, or not doing any work, talk with the TA.

Signatures:

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