

Team Expectations Agreement

Methods of communication

Team members use a discord channel to communicate.

Communication response times

Within 2 hours, otherwise, provide reasons for lateness.

Meeting attendance

All meetings are mandatory otherwise inform the whole team beforehand.

Running meetings

Each week, team members meet once in person, and 3 times online on the official channel.

In-person:

Wednesday 5pm

Online(stand-up):

Tuesday 4pm

Friday 3pm

Saturday 10am

Meeting preparation

Team members should be ready to briefly talk about their progress since the last stand-up.

They should also be prepared to phrase the problems encountered properly for them to be discussed by the team.

Version control

Commit messages should be meaningful enough to clarify the content of the commit.

Do not commit untested code to dev/main.

Commit to the corresponding feature branch that you are working on.

Features must be finished and code must pass unit testing before being merged to dev.

All features should be integration-tested in the dev branch before merging into main.

Division of work

Discuss details before each sprint.

Database: Runyu, Caleb

Backend: Chau, Alfred

Frontend: Megan, Pintao

Submitting assignments

Assignments should be submitted at least 24 hours before deadlines.

Everyone will review and agree before submitting.

Contingency planning

Generally the rest of the team will seek help from the instructor and TAs if necessary.

If a member cannot complete some of their work, they should contact the team ASAP to have their workload redistributed. If a member wishes to drop the course, they should inform the rest of the team in advance to minimize inconvenience.

Signature

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

Megan Liu: 

Chau: 

Pintao He: 

Alfred Tze-Hong Ha: 

Runyu Yue: 

Caleb Zhang: 