Team Expectations Agreement
Group Name: Amorr Yes

- methods of communication (email, phone, messenger, text, . . .)
  - Primary: discord
  - Urgent: phone

- communication response times (email, phone, messenger, text, . . .)
  - Discord messages: 24h

- meeting attendance (when to meet, whether all meetings are mandatory, . . .)
  - Times:
    - Mandatory meetings:
      - Tuesday 7:30 PM
      - Thursday 7:30 PM
      - Saturday 2:00 PM
    - Optional meetings: we will add more meetings if required

- running meetings
  - Using discord for ONLINE meetings
  - Backup option: Zoom

- meeting preparation
  - Complete the assigned tasks
  - Keep questions about the project for discussion (ask immediately if urgent)
  - Prepare material and ideas for the meeting

- version control
  - We agree to use the git flow
  - Commit message should be useful
  - Use develop branch for each sprint
  - We merge develop branch to the master branch only if the develop branch works and has no conflicts

- division of work (how to divide work, who will decide who does what, . . .)
  - Split the work evenly with each group member based on their skill sets and interests.

- submitting assignments (when to submit, who will submit, who will review the submission, . . .)
  - 12 hrs earlier than the due date. Each team member will push their work through Github, and others will do the pr review.

- 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.

  - We will inform instructors and TA immediately if someone drops the course or is academically dishonest.

Team Guidelines (continued)

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

Changhao Wang
Zhongyu Liu
Zhenyuan Xiang
Lingfei Cai
Pei Zhang