CycList Team Contract

May 25, 2022

Contents

1 Methods of Communication

1. The team will use Discord for general messaging and discussions.
2. If the topic is important, such as a major bug in the program, then the team member will be contacted through **phone calls**.

2 Communication Response

1. Team members are expected to respond to a direct message targeted at them (via @ in messages) within **1 hour**.

2. An response is considered to be a **reaction** to the message on Discord or a **return message** of your own (auto responses are not considered as responses). If the targeted member is not free to handle the message, please still respond to the message saying you aren't free.

   - The goal is to let the sender know you acknowledge the message sent to you.
   - The **1 hour response time** is expected from **9am to 10pm** everyday **(including weekends)**.

3 Meeting Attendence

1. Attendence of required team members is **manatory** for every meeting.
2. If a required team member is not free for a meeting, he or she should notify the team **within 1 hour response time**.
3. In person team meeting every **Monday 17:00 to 19:00 in room IC406**. (see process.md)
4. During sprints, scrum meetings (3 times per week) hosted online via CycList voice channel in course Discord channel.

4 Meeting Preparation

Detailed agenda will be provided on Discord CycList server under announcement categroy "meeting-shcedule" channel. Read the agenda before the meeting and plan to present to the team your progress on your responsibilities.

5 Version Control

1. Commit code only if the manager for your manager agrees with the change.
2. Commit formatted working source code only.
3. Commit messages should follow the Git commit message standard.

Do not commit:

- binaries
- broken code
- error or does not work at all

6 Division of Work

3 departments : front-end, back-end, and quality assurance (QA).

- Product owner: Tianpai
- Front-end manager: Andrew
- Back-end manager: Daniel
- QA manager: Jeffrey

Team members join a department, and may switch between them if needed. and the manager will lead the small team.

7 Submitting Assignments

All work should be done 2 days before the due date to allow for last minute bug fixing. All team members should attend a end-of-sprint meeting to ensure all requirements are met.

8 Contingency Planning

1. If a team member drops the course, work will be redistributed among the remaining team members, idealy over a meeting with everyone.
2. If a team member consistently misses meetings, the product owner (TP) will talk to you. If the issue of missing meetings persists, the team will contact the professor to discuss further.

9 Expected Quality of Work:

Team members should write readble, modular, and maintainable code. Team members should document and comment their code following Google JavaScript Style Guide [1]. QAs will also document their tests.

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[1]Link: Google JavaScript Style Guide

10   Signitutres

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

Andrew D'Amario:

Dane Gledhill:

Yining He (Jeffery):

Yi Hai Xiao (Ricky):

Kexin Zhai (Maxine):

Tianpai Zhang (Tp):

Yiming Zheng (Daniel):