

## **Team Expectations Agreement**

- Methods of communication
  - Our primary method of communication will be on our Discord channel
- Communication Response Times
  - All team members are expected to respond to Discord messages within 24 hours
- Meeting Attendance
  - All team members are expected to show up to meetings, whether it be in-person or online
- Running Meetings
  - Stand up meetings will be run in the CSCC01 server discord
- Meeting preparation
  - Every member should be clear on what they have accomplished since the previous meeting, and other issues/difficulties etc.
- Version Control
  - Prior to committing, group members should make sure that the code is able to be run on their local environment.
  - At least 2 members should have reviewed the code before merging onto the main branch.
- Division of Work
  - Work will be divided equally amongst all members, under everyone's agreement
- Submitting assignments
  - Ideally, work will be submitted at least 24 hours before the deadline, and everyone should have reviewed the work before submission.
- Contingency planning
  - If someone drops out, consistently misses meetings or is academically dishonest, the team will seek help from the instructor.

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

Lim Lei

Allen Lo

Jason Chen

Jin Ting Zhou

Junxun Liu

Hyun Woo Shin

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