Team Expectations Agreement

methods of communication

discord mainly

refer team.md for emergency contact info

communication response times

check discord msg daily

meeting attendance

team stand up three times per week, optional meetings will be scheduled if needed

running meetings

when: Tuesday, Thursday, Saturday   @ 11 am

where: meet at discord

agenda: report progress, teammate comment/suggest for improvement, discuss what to do & assign tasks for next meeting

meeting preparation

complete tasks assigned

be prepared to talk about progress and future plans

version control

before commit, ensure changes not break previously working part, pass acceptance tests
create pull requests when merging back to master/develop, have 1 other team mate review the request
provide descriptive commit messages (e.g. a list of changed/new items)

division of work

discuss & decide in stand ups

submitting assignments

group submission for sprints aimed at 1 day before due

within a sprint, individual submission dues will be discussed in meetings

each individual is responsible for the quality his/her work; create pull requests and have 1 other team member to review before merging to develop/master

contingency planning

a team member drops out: inform TA, try spreading out work; if does not work out, adjust PB & discuss with TA

a team member consistently misses meetings: talk to the team member first; if does not work out, inform TA.

 * left over work will be assigned to person who misses the meeting.

 * reach out early if cannot complete work assigned. if not completing tasks and not responding to messages and/or attending meetings, tasks will be reassigned

a team member is academically dishonest: each individual takes responsibility to ensure his/her work   complying with academic integrity rules

We accept these guidelines and intend to fulfill them:

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