

Team Expectations Agreement

1. Methods of Communication

Discord is to be used as the main method of communication

Refer to team.md for emergency contact info

2. Communication Response Times

Members are expected to be active on Discord, having checked for messages at least once a day.

3. Meeting Attendance

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

4. Running Meetings

- When: Tuesday, Thursday, Saturday @ 11 am
- Where: meet at discord (CSCC01S22 Fit voice chat)
- Agenda: report progress, teammate comment/suggest for improvement, discuss what to do & assign tasks for next meeting

5. Meeting Preparation

- If self-imposed deadlines were set for some task (i.e., Task B depends on Task A -> Task A has a deadline 1 week before Sprint deadline) then these deadlines should be abided by and verified in the next applicable stand-up meeting.
- Members are expected to be able to provide an update on their developments, along with a reasonable estimation on whether or not they will be able to complete their assigned tasks.

6. Version Control

- Members are expected to work on their tasks in individual feature branches
 - Any commits to the main branch must ensure that the new changes do not break or interfere with any existing features (regression testing)
 - Pull requests must be used when merging features into the main branch. New features must pass acceptance tests (i.e., must satisfy the satisfactory conditions of the feature). Pull requests must be reviewed by at least one other group member to be accepted.
- Commit messages must be descriptive and reasonably explanatory of the changes made. (e.g. a list of changed/new items)

7. Division of Work

Delegate during sprint meeting using the following guidelines:

- Select tasks that are to be completed in the current sprint
- Discuss amongst group to determine the relative difficulties of the selected tasks
- Divide tasks amongst group members. Members may choose to volunteer on tasks if they wish to work on it with remaining tasks being delegated in a manner that attempts to create an even workload throughout the group.

8. 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

9. Contingency Planning

- If a team member drops out, inform the TA and reassign outstanding tasks. If remaining members cannot adjust to the increased workload, adjust the product backlog & discuss with TA
- If a team member consistently misses meetings the remaining group members must first attempt to talk to them to propose a solution. If the team member is unresponsive or no reasonable solution can be found, inform TA.
- If during a sprint a team member is not present. Attending members will assign tasks to themselves as usual and delegate remaining tasks to the missing member. Member is informed of the tasks assigned to them as soon as possible.
- Members should reach out to the rest of the team as early as possible if they believe they cannot complete their delegated tasks in time. If members are unresponsive and not attending meetings, any critical tasks assigned to them will be reassigned within the remaining group.
- If a team member is suspected of being academically dishonest, every other individual must take responsibility to ensure his/her work still complies with academic integrity rules. Inform TA.

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

Collin Chan

Matthew Melchior

Shuhong Duan

Vincent Liang

Ziyue Gong