

# **Team Expectations Agreement**

## **Communication**

- Discord will be used as main method of communication
- Maximum of 5 hours for communication response times

## **Meetings**

- We will be meeting in-person on Mondays at 6pm and Wednesdays at 4:15pm
- We will be meeting online on Fridays at 5:00 pm
- Meeting attendance is mandatory
- If unable to attend meeting, inform group members beforehand via discord
- Jumana is responsible for taking minutes during the meeting
- Start the meeting with going through everyone's task boards
- Follow rotation system for leading meetings (Christopher, Jumana, Efkan, Mir, Shannon, Theora, Annanya)
- Update JIRA board before meeting

## **Version Control**

- GitFlow convention will be used for version control
- Updates will be pushed to the branch corresponding to the feature you are working on
- Perform pull requests to merge to the development branch
- Pull requests will be peer reviewed for coding style, documentation and functionality
- Content of commit messages should be kept clear and concise

## **Division of Work**

- All members are full-stack developers with Efkan as the scrum master
- Division of work will be done during scrum meetings

## **Submission of Tasks**

- Tasks are to be approved by at least 2 other members before the deadline to be deemed complete
- Tasks will then be submitted by the respective member

## **Contingency Planning**

- All responsibility for plagiarism belongs to the individual
- If a teammate drops out of the course, the workload will be distributed amongst the other members

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

*Jumana Fanous*

*Annanya Sharma*

*Shannon Budiman*

*Christopher Nathanael*

*Mir Safwat Ayser*

*Theora Gavrilă Pui*

*Efkan Serhat Goktepe*