

## Team contract

- Methods of communication (email, phone, messenger, text, . . . )
  - Primary: discord
  - Secondary: emails
- Communication response times (email, phone, messenger, text, . . . )
  - Ideally within 6-12 hours on Discord, 24 hours at maximum for direct messages on Discord
- Meeting attendance (when to meet, whether all meetings are mandatory, . . . )
  - Mandatory full team meetings at least once a week on Monday at 9pm
  - Up to 3 times a week when approaching sprint deadlines or as required
- Running meetings (when, where, face-to-face vs. online, who takes minutes, . . . )
  - When: at least once a week on Monday at 9pm
  - Where/How: face-to-face after lecture or online via discord
  - Who takes minutes: rotates in alphabetical order based on first name
- Meeting preparation (whether preparation is needed, what to prepare, . . . )
  - Prepare to talk about specific obstacles and update on progress
- Version control (what to/not to commit, content of log messages, . . . )
  - Follow git-flow, commit often, include meaningful commit messages about specific changes made, don't push directly to main or develop,
  - Pull from develop branch frequently
- Division of work (how to divide work, who will decide who does what, . . . )
  - Collectively decide on task division based on strengths as well as learning goals
  - Collectively divide tasks at the beginning of a sprint
- Submitting assignments (when to submit, who will submit, who will review the submission, . . . )
  - All changes for a sprint should be made and merged into main 1 day before the sprint deadline, any last minute reviews or fixes should be made no later than 6 hours before a sprint deadline
  - Each pull request should be reviewed by at least 1-2 other team members before being merged in
  - Vishal is in charge of submission, reviewing will be done by the entire team the day prior to submission
- Contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . . )
  - Regarding academic dishonesty: Don't do it. Following existing guidelines from CSCB07 for academic dishonesty.
  - In the case of a team member consistently missing meetings, warnings will be given before escalations to instructors.
  - In case of a team member dropping out, we divide up the tasks among the rest of the members.

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

*Ananya Poddar*

*Fariha Fyrooz*

*Vishal Deb Sahoo*

*Ava Oveisi*

*Amy Yao*

*Noor Nasri*

*Carlos Fei Huang*