

Team Expectations Agreement

- methods of communication
 - We agree to use Discord as a primary communication method
 - We agree to use email as a secondary communication method
 - We agree to use email as a tertiary communication method
- communication response times
 - We agree the latest response time should be within a day
 - We agree the average response time should be within 2-3 hrs
- meeting attendance
 - We agree to have two weekly meetings, and on-call meetings if necessary
- running meetings (on discord, in tutorial)
 - We agree to run meetings in our group discord server and in tutorials to demo our sprints to our TA
- meeting preparation
 - We agree that for every meeting, members should have knowledge of what they accomplished since the last meeting and should come with questions regarding the upcoming days
- version control
 - We agree to not merge into main branch without everyone reviewing PR
 - We agree to resolve conflicts on sprint branches (develop)
 - We agree to not use 'git add -all'
 - We agree to follow git flow
- division of work
 - We agree to keep the division of work split equally between all group members and can modify the division of work if needed
- submitting assignments
 - We agreed to submit our work two days before the deadline.
 - We agree that the last person finished the assigned task should create PR to main
 - We agree that everyone should review the PR
- contingency planning
 - We agree that if a member drops out, we will split their work between the remaining members
 - We agree that if a member is consistently missing meetings or is being academically dishonest, we will bring up these issues with the instructor and seek to resolve the issue before the problem escalates.
 - We agree that if a member gets sick, we can reduce their workload and split the load with the rest of the group

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

Dale Rodrigues

Vishay Singh

Sahib Nanda

Stephan Motha

Litao Chen

Ahmed Al-Mandalawi

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.