

TEAM CONTRACT

- Method of Communication (Discord)
- Communication Response Time (24 hours OR 1 day)
- Meeting Attendance (Bolded are mandatory)
 - **Weekly: Tuesday 1-3 (New times may pop up depending on workload, after group vote)**
 - **Day before Deliverables: No ETA check Discord**
 - **Stand up Meetings: No ETA check Discord**
 - **Emergency Meetings: no ETA check Discord**
 - Work Meetings: By Appointment with other members
- Running Meetings
 - When: Check discord
 - Where: Discord, In Person if Necessary check Discord
 - Minute Taker: ????
- Meeting Preparation
 - Preparation is **NOT** needed unless explicitly stated on Discord.
- Version Control
 - Do not commit small changes (i.e. 1 liners that are insignificant), Log messages should be descriptive (What was changed, what issues are known) and short
 - Merge/prepare everything for presentation 2 days before the due date, or during daytime the day before. Additionally, use the prettier extension for VSC so that line spacing is consistent for git merge issues.
- Division of Work
 - Work is distributed through democracy. Caleb is the overlord. He has final say over any arguments, voted in through democracy.
- Submitting Assignments
 - Assignments should be merged at least two days before. This way we can iron out issues with the submission before the deadline. Everyone will review the submission afterwards. The team will submit all the files together as a group to make sure there are no issues.
- Contingency Planning
 - Team member drops out: Reevaluate scope and drop stories if necessary (Emergency meeting will be held)
 - Team member misses meetings:
 - Without Notice: Discussion about validity of absence on discord. Multiple offenses may lead to instructor intervention.
 - With Notice: Someone else will take notes, the members portion will be pushed to the next meeting.
 - Academic dishonesty: Get the course instructors involved.
 - Promptly seek help/advice from the instructor before the situation escalates.

We accept these guidelines and intend to fulfill them:

Andreas Porat

Moazzam Reza

Caleb Boyle

Abdurrahman Choudry

Wayne Quach

Matthew Ho Kin