

# Team Expectations Agreement

- Methods of communication
  - **Our primary method of communication will be Discord**
- Communication response times
  - **Team members will be expected to respond to communication from others within 24hrs**
- Meeting attendance
  - **Team Members will be asked to do their best to show up**
- Running meetings
  - **Meetings will primarily take place using Discord**
  - **Meetings will take place at least once a week**
- Meeting preparation
  - **Be ready to discuss what you have completed since the last meeting, what you plan on completing, and any difficulties you may be experiencing**
- Version Control
  - **Prior to committing code, team members should test their code on their local environment to ensure their code works correctly and to ensure that their changes do not cause other parts of the application to stop working**
  - **In most cases, log messages should contain details including, but not limited to, the purpose of the code being committed and a list of files that were changed**
- Division of work
  - **Each week, the group will decide which features to implement. The work will be split into smaller tasks that can be distributed**
  - **The tasks will be divided at the beginning of each sprint.**
  - **Team members can take turns running the first meeting every sprint. In the first meeting each sprint, the person running the meeting will go through the tasks that the team decided to work on for that the sprint. Then, every team member will choose which tasks they want to work on.**
  - **Each member will be expected to contribute towards the project**
  - **Everyone should complete a similar number of story points as other team members throughout each sprint, unless the team decides an exception should be made**
- Submitting assignments
  - **Assignments will be submitted before the deadline.**
  - **Ideally, the work for the assignment should be completed at least 36 hours before the deadline, unless the team decides otherwise.**
  - **During the first meeting of every sprint, the group will decide who will review the submission and who will submit it**
  - **At least two different group members will review each new change before it is added to the project for submission**
- Contingency planning
  - **If any team member drops out, consistently misses meetings, or is academically dishonest, the team will seek help from the instructor**