

C01 Ace Team Agreement

Methods of Communication

- Discord Server: general-chat + screen-sharing + video conferencing + communication channels
- Google Doc: planning + documentation

Communication Response Times

- 12-hour response time if urgent, 24 hours otherwise. Urgency will be signaled by an all caps “URGENT” attached to the message.

Regular Meeting Time

- Weekly Thursday 7am and Saturday 11am meetings

Meeting Attendance

- Mandatory. If any team member cannot make it, try to let the team know a day in advance

Running Meetings

- Timing will be through a timeslot unless finishing early. A weekly reviewer will also be assigned during each meeting to record meeting time and take meeting notes

Meeting Preparation

- Meeting Agenda, made throughout the prior week, to discuss issues, tasks, procedures, etc.

Version Control

- Version control will be using Git, and is integrated with the Github classroom. Will be using gitflow.

Division of work

- Equal parts. Division of work discussed and assigned in weekly meetings

Submitting Assignments

- The goal is to have all main work done 2 days before the deadline. Reviews and finishing touches can then be done on the final day, 12 hours before the deadline. Any non-code documents will be reviewed by that week’s assigned reviewer (reviewer will be appointed each week during mandatory meeting)

Contingency Planning

- If a team member drops out or is academically dishonest, we will immediately contact the prof/our TA for next steps

- For everything else, we will contact the member and give them 48 hours to address any issues that they might be facing to get back on track. This person should either be tagged in the group chat or be personally messaged to ensure they see the message.

Effective as of: May 15, 2021 to August 27, 2021

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

<u>Signature</u>	<u>Date</u>
Ronish Bhatt	May 15, 2021
Shashwat Piyush Doshi	May 15, 2021
Naman Bhandari	May 15, 2021
Yihang Cheng	May 15, 2021
Zhengyi Zhang	May 15, 2021
Jaiteg Sahota	May 15, 2021
Pritish Panda	May 15, 2021