

Team Expectations Agreement

Methods of communication

- Discord, Instagram or Text

Communication response time

- 1-4 hours. No strict rule on how long a team member can take to reply, as long as the team member keeps the team updated.

Meeting attendance

- Meet twice a week between 10:30 pm - 11:30pm, the days are schedules at the start of the week
- Meetings are mandatory unless the member has a valid reasoning

Running meetings

- Meetings will occur on discord

Meeting preparation

- Be comfortable talking about what you worked on and what you will be working on.
- Let the team know if any problems have arose and if any help is needed
- If you are blocked on anything, make sure to communicate that to the team
- Have a list of things you did in the past few days and what you plan on doing within the next few days

Version control

- Commit whenever confident in the version. Commit log messages will contain gist of what was modified through the commit.
- Log format - `[jira ticket number][backend/frontend] - {what did you do? Gist of modifications}` Example - [JIRA-123][backend] - added new route to get list of names
- Create new branch for each task
- Try to keep commits small
- Never commit to master, unless approved from the rest of the team
- 1-2 reviewers per merge request

Division of work

- Tasks and work will be determined by the group and assigned based on skill set and comfort with the task.
- Everyone will take equal loads of work, with backend engineers splitting backend related work and frontend engineers splitting front end work

Submitting assignments

- Plan to finish a few days before the assignment due date so that an entire day can be spent checking it over for any last minute things. We will review it as a group before the submission and one of us will submit it.

Contingency planning

- As suggested keep the instructor/TA's in the loop if anything happens
- The team will redistribute any work if a team member happens to drop the course, or leave the group for any other reason

eSignatures:

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