

**Team Expectation Agreement (Tentative)****methods of communication (email, phone, messenger, text, . . . )**

Slack and Discord. Discord is more preferred for everyday communication.

Emails will be used for more formal communication.

**communication response times (email, phone, messenger, text, . . . )**

One day.

**meeting attendance (when to meet, whether all meetings are mandatory, . . . )**

Meeting times:

Tuesday DURING LECTURE at 5-7 meeting

Thursday 3-5 meeting (try and attend this one cause its the main meeting)

Sunday 4-5 meeting

Full attendance is highly recommended.

**running meetings (when, where, face -to-face vs. online, who takes minutes, . . . )**

Tuesday meeting is in-person in class, Thursday meeting is in-person in BV wooden tables, and Sunday meeting is online over Discord call. Usually we can just discuss what each of us has done, and proceed onward with our work, collaboratively or individually, depending on what is necessary at the time.

**meeting preparation (whether preparation is needed, what to prepare, . . . )**

At the end of every meeting, every member will be made aware what should be brought to the next meeting.

**version control (what to/not to commit, content of log messages, . . . )**

Commit will require the majority of the team member (3 out of 4) to approve.

Log messages should be kept short while containing the necessary information.

**division of work (how to divide work, who will decide who does what, . . . )**

Work will be divided evenly to each member, and the tasks maintains a first come first serve convention.

**submitting assignments (when to submit, who will submit, who will review the submission, .. )**

Preferably all work will be submitted early on but should be at least 24 hours before the deadline to allow last minute changes.

Amodh will make the submission after all members have reviewed and approved of the version.

**contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . . )** We suggest that in these cases, the team promptly seeks help from the instructor. It is important not to let such situations escalate.

If a team member drops out, we will notify the instructor and ask for advice to see if we should work harder or simply have an alternative standard for the project.

If anyone must miss a meeting, he can inform the team about the situation and we can either reschedule or proceed without the member and notify him of the updates after. Should such situations consistently happen or happen without any notice, we would issue a formal warning by email and in person. If things are not improving, we will notify the instructor about the situation.

In the case of being academically dishonest, we will warn the member about the danger of doing such and also notify the instructor of such a situation. Should things not improve after the initial talk, we would ask the instructor to remove the member from the group.

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

Amodh Durve

Shijun Sui

Samuel Mantilla

Andy Ma