Team Agreement

Expectations and rules we as a group agree to adopt:

Methods of Communication:
- Email
- Instagram group chat
- Slack group chat for standups

Communication Response Times:
- Within 3 hours with either method of communication

Meeting Attendance:
- We can meet on calls on instagram as well as in person.

Running Meetings:
- Mostly meeting online as needed. Any unplanned meetings should be called within 24 hours.
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Meeting Preparation:
- Everyone is expected to come prepared. No one should show up empty-handed.
- Expected to discuss what they are working on, what they have completed, any difficulty or what things they plan to do next
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Version Control:
- Every commit should include a detailed description of what was done by whom.

Division of Work:

- Before each sprint starts, we will base each person's tasks and work to do for the sprint equally based on our user story estimates and point systems.
- We will decide who wants to do it and try to base it on preferences first, if there is no specific preference it is first come first serve.

Submitting Assignments:
- Calvin will submit the assignments 24 hours before the deadlines of each deliverable. Calvin, Jack and Tamam will review the submissions before submitting.

Contingency Planning:

- If there is a situation in which a member performs academic violation, misses mandatory meetings or drops the class, we will seek guidance from the Instructor and discuss what needs to be done
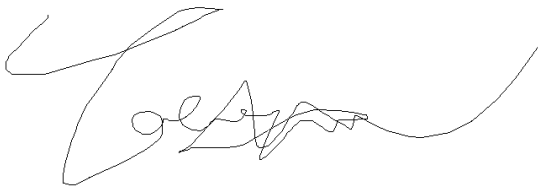
We accept these guidelines and intend to fulfill them below (sign below):
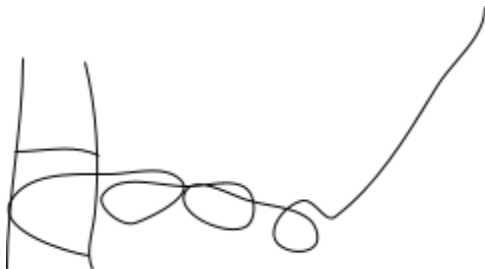
Name and signature:

Calvin Liew

Tamam Makki

Harish Thevakumaran

Hamza Khalid