

# Team Agreement Document

Team Linkup

May 2024

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# **1 Introduction**

This document outlines the commitments and expectations for all team members for the duration of the project. All team members must abide by this document during the span of this project.

## **2 Communication**

Discord/Slack will serve as the main channel for all project communications and updates. All members must reply to any communications within 24 hours on any weekday of the week. For live discussions including our Daily Standup, Sprint Planning, and Sprint Retrospective Meetings, we will utilize Slack/discord.

## **3 Meetings**

### **3.1 Conducting Meetings**

Minutes of meetings will be documented and stored in Google drive. The responsibility for documenting and maintaining the meeting minutes will be Vaibhav in the case of their absence the person will be Bahar.

Attendance: All meetings are mandatory unless prior notification of absence is given at least 24 hours in advance.

### **3.2 Daily Standup**

A compulsory meeting held daily at 7 pm to sync on team progress, addressing three questions:

- What was done today?
- What is the agenda for tomorrow?
- any need for help from the team?

Preparation for these queries is essential during The Daily Standup.

### **3.3 Sprint Planning**

This compulsory biweekly meeting will decide the workflow for the upcoming sprint. It may be scheduled following a Daily Standup.

### **3.4 Sprint Retrospective**

Scheduled biweekly at each sprint's conclusion, this meeting focuses on reflection and planning for the subsequent sprint. Suggestions for improvement are encouraged and should be prepared in advance.

## 4 Version Control

### 4.1 Git Flow

We will employ the Git Flow strategy, which utilizes a two-branch system, *main* and *develop*, to manage the project's codebase. The *main* branch will contain stable releases, while *develop* will hold all completed features.

New features should branch from *develop*, and upon completion, a Pull Request (PR) should merge back into *develop*.

### 4.2 Branch Naming and Commit Guidelines

We will categorize branches as feature, bugfix, hotfix, or chore. Commits should follow the Conventional Commits structure to simplify change tracking.

### 4.3 Testing and Documentation

Ensure thorough testing of new features to maintain stability. Documentation should be updated accordingly.

## 5 Work Division

Tasks will be assigned beginning of each sprint by the Scrum Master (Bahar). Additionally, everyone on the team will have the opportunity to work as a full stack developer. This approach not only allows team members to improve and learn new skills but also ensures that they can step in and contribute effectively in areas where they excel.

Approach: work will be divided based on individual strengths and project requirements.

Decisions: Team meetings will include discussions on task assignments to ensure fair distribution and agreement.

## 6 Assignment Submission

All assignments should be completed and submitted punctually.

Deadlines: All project deliverables must be completed one day before the due date.

Submission Process: Designated team member to compile and submit, rotating responsibility.

Review: All submissions to be reviewed by at least two other members before final submission.

## 7 Contingency Measures

1. If a member leaves the course , we will convene within 24 hours to reassign their responsibilities.
2. If a member frequently misses meetings, we will collectively discuss the absences to ensure team alignment. if unresolved, escalate to instructor.
3. Academic Dishonesty: Any form of academic dishonesty, including plagiarism and unauthorized collaboration, will not be tolerated. Instances will lead to immediate notification to the instructor.

## 8 Agreement

This document acts as a binding agreement for team members. We accept these guidelines and intend to fulfill them (sign below):

Ashtian Dela Cruz (delac170) (05 / 20 / 2024)  
Keerthiha Baskaran (baskar94) (05 / 20 / 2024)  
Vaibhav Lakshmi Santhanam (santha26) (05/20/2024)  
Bahar Oya Chidem (cidembah) (05 / 20 / 2024)  
Matthew Wu (wumatth8) (5/20/2024)