Team Expectations Agreement

Methods of Communication and Response Times
Communication between team members will be over Discord and Slack.

Messages addressed to a single person (via private message or with an @ mention) should be responded to within 24 hours. In the 48 hours leading up to a project deadline, such messages must be responded to within 6 hours.

Meeting Attendance
Meetings will be conducted online on either Zoom or Discord. The details of meetings which are mandatory should be communicated at least 48 hours before meeting time. Meeting participants must be willing to be actively involved in and communicate in meetings through voice or chat.

For team meetings between 3 or more people, one person will take meeting minutes. Alternatively, that person can provide a meeting summary upon request, such as for someone who missed the meeting.

Meeting Preparation
There is no specific meeting preparation required for each meeting unless stated otherwise. Nonetheless, participants should be able to give an update of what tasks they have been working on and how those tasks are progressing, even if no progress has been made.

Version Control
All members should practice good version control practices. This includes giving individual commits descriptive names, and providing descriptions in pull requests. This also includes following git guidelines provided in the README.md.

Code added to fulfill a user story should be self-contained within a branch separate from the main/master branch, named according to the related Jira item.

Code should be merged into main using a pull request which contains the name, code, or link to the Jira item.

Division of Work
Work will be divided to ensure that all members are assigned a share of the work that is fair to all members of the group. Division of tasks should follow after communication accessible to all group members.

Submission of Assignments

For the submission of any deliverables, a single team member must be assigned as the designated submitter for that assignment at least 12 hours before the due date. An initial submission should be made at least 1 hour before the project deadline.

Contingency Planning

If a team member intends to drop out of the class, they should communicate their intention at least 1 week before their drop date so that arrangements can be made.

If a team member is unable to attend meetings through no fault of their own (e.g. prolonged illness, personal emergencies), they should let the rest of the group know as soon as they can so arrangements can be made.

No team member should contribute code or work that they know is academically dishonest. A team member that submits or contributes academically dishonest work will be responsible for that contribution and consequences. No team member should misrepresent code or written work wholly generated by large language models as entirely their own.

Agreement

By adding your name below, you accept the guidelines above and intend to fulfill them for the duration of the course.

Khushi Deasi_____

John Guirgis_____

Allan Henriques_____

Cheng Liang Huang_____

Harris Chong_____