

In the space below, the list of agreed upon guidelines that our team intends to follow.

Include guidelines for the following:

- methods of communication
Our team will be communicating using messenger, and discord.
Discord will be used for standups and Messenger will be used for contacting individuals.
- communication response times
Each individual is expected to respond to a message on discord or messenger within 3 hours.
- meeting attendance
Standups: Every weekday at 6pm. Everybody should attend all standups unless an emergency arises.
Tutorial: For our sprints our team will be attending tutorial Thursday 10:00 - 11:00 TA: Brian Lin
- running meetings
The standups will be held every weekday at 6pm on discord. The team will be having a leader that is going to lead the standups and is going to ask individuals about the progress they have made since last standup. Each week the leader will be changed.
- meeting preparation
Prepare to mention what you worked on. Also, say what will you be working on in the coming days.
- version control
We will be committing to Github branches to store our work. If someone wants to merge something to master, they should create a pull request and need to have at least one review and approval from the teammates.
The person reviewing last will be merging onto master.
- division of work
Currently the work will be divided based off our strengths and interests.
The leader of that week will divide the work off strengths of each individual during the standup after the sprint meeting which is on the day of demo at 6pm.
- submitting assignments
During the week of demo, the leader will review the work the day before demo.
Everyone should be responsible for their own work.
- contingency planning
If a team member drops out then an emergency sprint planning meeting will be held to reallocate work. If necessary the team might even reduce the number of features we want to implement.

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

Jimmy Yu

Piyush Ukani

Maninder Dhanauta

Mahamad Jawad Jawid

Kshitij Dahal

Muhammad Osman Amjad

Vineet Desai