

Team Expectations Agreement

Team NullPointerException

September 17, 2020

- Methods of Communication

- Voice chat through discord voice channel, texting through discord text channel and WeChat group chat. Phone call for emergency.

- Communication Response Times

- text: 5 hours, except for 12:00 pm - 9:00 am.
- phone call: respond immediately.

- Meeting Attendance

- Meetings are mandatory
- Daily standup meeting, 21:30 - 21:45 Toronto Time
- Sprint retro and planning meeting, 20:00 - 21:30 Toronto Time, Friday near sprint division

- Running Meetings

- Voice chat through discord voice channel.
- Scrum master holds the meetings. If the Scrum master is not present, group leader hold the meetings.
- Meeting holder orders who take minutes, normally one by one then freely discuss further problems raised from meetings.

- Meeting Preparation

- Prepare to answer the following question before standup meetings:
 - What have I done today?
 - What will I do tomorrow?
 - What impediment I am facing?
- Prepare to do a overall in-team demo of the sprint before retro and sprint planning meeting

- Version Control

- Branching strategy: Feature - Development
- Commit all source files including code, image, music, etc.
- Do not commit binary object files.
- Fully tested before merging from feature branch to development branch.
- In case of conflict, communicate with the team before resolving.
- Log message format: jira_number/description.

- Division of Work

- Group leader: Quanhong Liu
- Backend
 - Quanhong Liu, Xuduo Gu, Jiasheng Ye
- Mobile

UI: Ziheng Zhuang, Keping Le
Rest Driver: Wentao Jiang

- Submitting Assignments

- Submit before the deadline.
- Everyone submits their own parts.
- Submission reviewed by at least one other team member.

- Contingency Planning

- If someone drops the course, the rest of the team will decide how to reallocate the work of the students who dropped, we will make sure that the reallocation is fair for everyone.
- If someone consistently doesn't show up in meetings, then the rest of the team will talk with this student and require him to show up in the rest of the meetings. If this student still doesn't show up, then the rest of the team may contact the course instructor regarding this issue and see if this student gets the same grade as others.
- Every member of this team shall follow the Code of Behaviour and any other academic integrity policy of CSCC01 and University of Toronto. Whenever someone is found trying to be dishonest on the project, the rest of the team shall forbid this kind of behaviour once the dishonest behaviour is disclosed.
- If a member is being much slower than the expected pace, the rest of the team will push him to finish the work in time.

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

Ziheng Zhuang

Quanhong Liu

Wentao Jiang

Jiasheng Ye

Xuduo Gu

Keping Le

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.