

Team Expectation Agreement

As a team, we have agreed to the following guidelines to ensure clear communication, effective collaboration, and a successful project completion. These guidelines will help us avoid misunderstandings and maintain accountability.

1. Methods of Communication:

- **Email:** For formal updates, project documentation, and official communications.
- **Messenger (Discord):** For quick, informal communication and day-to-day collaboration.
- **Video Calls (Discord):** For scheduled meetings and group discussions.

2. Communication Response Times:

- **Email:** Respond within 24 hours during weekdays.
- **Messenger:** Response within 12 hours during weekdays.

3. Meeting Attendance:

- **Frequency:** Meetings on Wednesdays at 7:00 PM and Fridays at 11:30 AM.
- **Duration:** 30 minutes
- **Mandatory Meetings:** All members are expected to attend unless given prior notice of absence.
- **Absences:** If a member is unable to attend a meeting, they should inform the group at least 24 hours in advance and ensure they catch up with any missed content.

4. Running Meetings:

- **Meeting Schedule:** Meetings will be held virtually, using Discord.
- **Face-to-Face Meetings:** Only for essential meetings, based on the team's consensus.
- **Minutes:** One person will be designated to take meeting minutes and distribute them after the meeting.
- **Roles in Meetings:** Each person should be prepared to contribute to the discussion on their assigned tasks.

5. Meeting Preparation:

- **Preparation:** All members must review the agenda and any relevant materials before the meeting.
- **Agenda:** The meeting organizer will send the agenda at least 24 hours in advance.
- **Expected Contributions:** Members are expected to update the group on the progress of their tasks and bring any questions or concerns to the meeting.

6. Version Control:

- **What to Commit:** Only final, tested, and relevant code or documents should be committed to the project repository.
- **Commit Messages:** All commits must include clear and descriptive messages explaining what was done and why.
- **Branching Strategy:** Each member will work on a separate branch for individual tasks and merge after review.

7. Division of Work:

- **Task Assignment:** Tasks will be divided based on each member's strengths and expertise.
- **Task Ownership:** One person will be assigned as the lead for each task but will collaborate with others when necessary.
- **Decision-Making:** Major task assignments will be decided during meetings by consensus.

8. Submitting Assignments:

- **Submission Deadlines:** All assignments will be completed at least 1 day before the official deadline for internal review.
- **Who Will Submit:** One person (to be decided by the team) will be responsible for submitting the final version of the project or assignment.
- **Review Process:** Before submission, the team will review the work for quality and completeness.

9. Contingency Planning:

- **Team Member Drops Out:** If a team member drops out, the group will quickly reassess the workload, and the instructor will be notified for guidance.
- **Missed Meetings:** If a team member consistently misses meetings without valid reasons, the issue will be addressed by the team, and if necessary, the instructor will be involved.
- **Academic Dishonesty:** Any suspected academic dishonesty will be handled immediately by bringing it to the attention of the instructor to prevent further complications.

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

Mathieu Johnson

Kwangmin Ryu

Yashvir Singh

Jay Patel

Daniel Prilipko