Team Expectations Agreement

• methods of communication (email, phone, messenger, text, . . .)
  - Discord group
  - Whatsapp/phone (urgent stuff only)
• communication response times (email, phone, messenger, text, . . .)
  - Response times should be reasonable for non-urgent contact via discord, email: ~30 mins
  - Urgent contact will be established using phone calls, for an immediate response, or text.
• meeting attendance (when to meet, whether all meetings are mandatory, . . .)
  - All meetings are mandatory, the team must be notified a day prior to the meeting if you cannot attend
  - Meetings will be scheduled in the #meetings channel on our discord, meetings will take place in the discord voice channels
• running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)
  - Meetings are online on our discord server
  - Minutes will be taken turn by turn in the following sequence: <Anand, Ben, Kevin, Sasha, Song, Yiffy, Wisam, and repeat>
• meeting preparation (whether the preparation is needed, what to prepare, . . .)
  - Read pdfs and instructions on https://cmsweb.utsc.utoronto.ca/cscc01f20/project.html
• version control (what to/not to commit, the content of log messages, . . .)
  - Branching Strategy
    - Feature-based branching
      - Development
        - Where you work on your current user story (current work in progress)
      - Master
        - Where working user stories are pushed after implementation and QA
          - QA consists of individual testing and peer review (2 peers)
  - Ensure to commit often (even if code is not working, just be sure to never push to master)
  - Squash commits before merging
  - Commit should be descriptive enough for the user to understand what you added/removed/modified since the last commit. 2 sentence description- short and concise
• division of work (how to divide work, who will decide who does what, . . .)
  - Preferences:
    - Frontend (React): Song, Yiffy, Kevin, Ben, Wisam
    - Backend (Chi - Golang): Sasha, Wisam, Anand
    - Database (Neo4j): Kevin, Song, Anand
    - Testing: Ben
  - Who decides what to do?
    - Priority goes to people with experience (people without experience can start off with smaller tasks)
• submitting assignments (when to submit, who will submit, who will review the submission, . . .)
  - Four days before the deadline all the work should be finished
  - Two days before the deadline all the checks should be finished and assignments should be handed in

• contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . .) We suggest that in these cases, a team promptly seeks help from the instructor. It is important not to let such situations escalate.

- All members of the group pledge to abide by the University Of Toronto's standards for Academic Honesty.
    - Any member which commits an act of academic dishonesty is to take full responsibility for their actions with the university.
    - We expect that the university will handle such cases.
- If a member drops out of the course, we will seek help from the course instructors.
- For an unresponsive team member, our first action will be to try and find out why they are not responding. Some time should be allowed for the team member to respond, ~1-2 days. If there is no further communication, we will seek help from the course instructors.

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

Kevin Zhu
Anand Karki
Sasha Voitovych
Zhifei Song
Ben Gavrilov
Yifei Gao
Wisam Mohiuddin