

Team Expectations Agreement

Methods of Communication

(email, phone, messenger, text, . . .)

- Primary method of communication will be the group Discord server
 - Do not mute server or any text channels
 - Check all text channels at least twice a day, in the afternoon, and at night

Communication Response Time

(email, phone, messenger, text, . . .)

- Respond to all text messages in the group Discord server within 12 hours

Meeting Attendance

(when to meet, whether all meetings are mandatory, . . .)

- Meetings will be held in the group discord server voice channel
- Daily standup meeting will be held at 8pm EST every weekday (5 – 20 mins)
- If a group member is unable to attend they must message in the discord server with the following information
 - What they accomplished today?
 - What they plan on doing tomorrow?
 - If they have encountered any blocks?

Running Meetings

(when, where, face-to-face vs. online, who takes minutes, . . .)

- Discord meetings will be held in the server voice channel (No camera necessary)
- Notes will be taken by Vignesh during the meeting in the meeting-notes text channel, so all notes and resources are accessible and consolidated

Meeting Preparation

(whether preparation is needed, what to prepare, . . .)

- Group members must be able to share all work that they have completed
- Any tasks that are unable to be finished must be given a reason during the meeting as to why they are not complete (Road blocks, Time conflicts, ect)

Version Control

(what to/not to commit, content of log messages, . . .)

- All commits to the project repository must be accompanied by a commit message
- Do not work directly in the master unless permission is granted by entire group
 - Tasks will be completed by branching the develop branch
 - Develop will be thoroughly tested before being merged into master
 - Branches will be merged with a pull request that includes a detailed description of what was done in the branch
 - All pull requests must be reviewed by atleast 2 group members

Division of Work

(how to divide work, who will decide who does what, . . .)

- The project group will be divided into 2 sub teams, Frontend, and Backend
- However group members are welcome to help the opposite sub team
- Entire group will decide who does what in each sub team depending on everyones strengths

Contingency Plan

(what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . .)

- The team will be informed in the group Discord server in a text channel
- The team will seek help from a TA or the Instructor

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

Tanzim Ahmed – May 23, 2021

Gordon Xiong – May 23, 2021

Ammar Tariq – May 23, 2021

Zhiqi Chen – May 23, 2021

Nevin Wong – May 23, 2021

Vignesh Nanthakumar – May 23, 2021

Keshavaa Shaiskandan – May 23, 2021