

Team Expectations Agreement

- Methods of communication: Discord messaging/calling, UofT email, WhatsApp group chat.
- Communication response times: Discord/WhatsApp: within 24h, email: 2 days.
- Meeting attendance: There will be 2-3 general meetings (more if deemed necessary by the team) during every sprint where all members must attend unless individual has a valid excuse (i.e., class). There will also be other meetings involving only few team members to discuss certain tasks.
- Running meetings: All meetings will be held on the Discord server.
- Meeting preparation: Preparation is required for every general team meeting; every team member needs to be familiar with the sprint requirements for the specific sprint meeting.
- Version control: When working on a task, a member should create its own branch so that conflicts do not occur. Members should only commit functional code (i.e., without errors that crash the application), and with a proper commit message.
- Division of work: All work will be divided equally, on a first come first serve basis; note that members may switch tasks if both are willing.
- Submitting assignments: Assignments are to be submitted 5 hours prior to the deadline so that all members have time to review the submission. The person who will submit will be appointed on the general meeting of the sprint.
- Presentations: Every team member needs to be present; Content will be divided equally so that everyone participates.
- Contingency planning: if a team member drops out / consistently misses meetings / is academically dishonest the rest of the team will promptly seek help from the instructor.

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

Thomas P A Verdier Gousef Akiba
Zy
Chiago Vidal Murakami
Ali