Team Contract

Methods of communication:

- Discord. If Discord's features don't allow it, then Slack.

Communication response times:

- All members should monitor the group chat at all times, but responses should happen within the same day unless it is sent very late, then on the next day.

Meeting attendance:

- This depends on the meeting. It depends on whether the meeting depends on someone being in the meeting, e.g. at least one person working on frontend / at least one person working on backend. However, for most meetings, nearly all group members should be in.

Running meetings:

Meeting prep:

- This is to be discussed before each meeting. During the project, if there are some things that need to be completed before the meeting, that should be done. If someone is stuck and depends on advice / steps from others to continue working, this should be addressed quickly.

Version control:

- With the exception of setup, all members should work on their own branch, and only merge when they've completed a feature. Make features small. Commit messages should be added, and should be as formal as possible.

Division of work:

- Work will be divided according to the members by considering their strengths. It will be distributed by distinguishing frontend, backend/database tasks to members. Members can volunteer in areas where they excel for tasks and the work will be distributed evenly.

Submitting assignments:

- Submission of pull requests will occur as soon as they have been reviewed and approved by team members.
- The assignee of the ticket will be the one to merge their own work to the main branch
- Any team member who has requested review of anyone's work will be required to review and request changes/approve the work. Reviewers will be chosen relevant to the work being submitted.

Contingency planning:

- Contact the instructors / TAs right away for further steps.

We accept these guidelines and intend to fulfill them:

Signatures:
- Aneeq Hassan
- Harshil Patel
- X. Lin
- Majed Abed Moosa
- Anas Khan
- Amjad Hassoun