

Team Expectations Agreement

Method of communication

Discord will be the primary method of communication, followed by telephone and email as contingency methods, in that specific order.

Communication response time

Team members are expected to reply within 2-3 hours during normal working hours (9:00 a.m. - 5:00 p.m.)

Meeting attendance

It is mandatory to attend the group meetings, with the following exceptions:

- In case of any emergency (health, family, e.t.c.)
- If a team member has notified the group in advance about their absence due to some other commitment.

Meeting details

- Held online in the discord group (CSCC01) voice channel (#Lounge)
- The schedule for the next meeting is always decided in the prior meeting by the group as a whole.

Meeting preparation

No preparation required, the purpose of the meeting is for each team member to communicate:

- The progress in their work.
- The roadblocks they might be facing.
- The estimated time to complete their assigned tasks.

Version control

- Log messages must be as explicit as possible.
- Team members are free to commit anything that cannot affect the stability of the project without review.
- Major commits should be reviewed by teammates before committing.

Division of work

- Work is aimed to be distributed evenly.
- Specific tasks are distributed based on the skill requirement of the task.
- In case of other emergencies/priorities work can be redistributed upon discussion with the group.

Submitting assignments

Final submissions for each sprint must be reviewed by the whole team (either independently or during a meeting) at least one day before the deadline.

Contingency plan

- In case a team member has to drop out, a meeting will occur to redistribute the work assigned to that team member.

- If a team member is found not contributing to the project, they will be reported to the instructor.

Signatures

I agree to abide by the team contract outlined above, signed:

Aviral Verma - vermaavi

Malhar Pandya - pandyam8

Naomi Victor - victorna

Nilay Kapadia - kapadi66

Sameer Khan - khans295

Sangwook Lee - leesa108