Team Contract

Method of communication

I can be contacted through Discord regarding this project. When I am contacted, I will reply in a manner that helps the team work effectively on the project. I will also allow other team members to contact me through text and email if necessary.

Communication response time

I will respond to a discord message (@<username>) for this project within 24 hours. I will let my team members know if there is any emergency situation that needs accommodation.

Meeting attendance

I will join the meeting room at least 5 minutes before the scheduled meeting time.

Running meetings

Meetings will be hosted via Discord or Zoom if necessary, and each meeting will have a duration of 30 min to 2 hours. Meeting time may be extended under the consent of all team members. Meeting time will be announced at least 12 hours prior to the meeting time.

Meeting preparation

I will be prepared to talk about any progress and difficulty that I have encountered during the meeting.

Version control

I will communicate with my team members before I push to the main branch directly. I will annotate my commit with specific comments for all my commits. I will not make large commits all at once.

Division of work

I will decide the division of work and make sure that the contributions are even with the rest of the group members via votes and discussion during team meetings.. I will be helping other team members as soon as I complete my own tasks.

Submitting assignments

I will ensure that all my work will be submitted 24 hours prior to the deadline of each milestone, and check that my code is up to standard.

Contingency planning

If anyone drops the course or leaves the group, I will immediately contact the professor or the TA, and discuss the issue with the other team members.

Signatures

Zhongqi He
_____

Andrew Qiu
_____

Joshua Menezes
_____

Chris Fernandes
_____

Tianyi Ma
_____

Renfrew Ao-Ieong
_____

Arush Awasthi
_____

_____