




Working Agreement


1. **DUTIES AND RESPONSIBILITY:** Each team member is responsible for completing their assigned task on time, delivering high-quality work to the best of their ability. Each member should strive to create a respectful and friendly work environment by listening to others, providing constructive feedback and helping each other. Each member is expected to approach tasks with a willingness to learn and develop their skills. Finally, each member agrees to prioritize the development of the final product and the advancement of the group above their personal interest or agendas.
2. **COMMUNICATION METHODS:** Communication between team members shall be through Discord. Each member is expected to check their Discord daily and respond to inquiries within 24 hours.
3. **MEETINGS:** Meetings will be held twice a week on Wednesday from 14:00-15:00 (in-person) and Friday from 17:00-18:00 (online). Assigning of tasks will be decided during the meetings and will be done through JIRA. Should a team member be unable to attend it, they must notify their absence before the meeting. For standup, each team member is responsible for reporting their progress by updating the shared progress spreadsheet at least twice a week (on Wednesday and Friday).
4. **DEFINITION OF COMPLETE:** A task is deemed complete when the code for the task has been merged with the main branch with no problem. A pull request must be reviewed by at least 2 other members before merging with the main branch. More specific details for a task will be specified in JIRA.
5. **CONTINGENCY PLAN:** Should a team member drop the course, their workload will be distributed equally amongst the remaining group members.
6. **PLAGIARISM CLAUSE:** All team members are responsible for the code that they write to ensure that it is not plagiarised. All codes and contributions should be original or properly cited. In the case of plagiarism, the author of the plagiarised code will be held responsible.


By signing below, we, the team members of 39Washrooms agree and acknowledge the terms covered in this agreement.


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Ashvini Hunagund

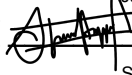
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Frans Budiman

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Martin Loo

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Sumaiya Ahmed

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Christopher Nathanael

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Jamie Hvizdos

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Shannon Budiman