

TEAM 4 THE WIN GROUP CONTRACT

Purpose and Objectives

- Make a portfolio-worthy project
- Stand out
- Learn how to work collaboratively
- Land an internship with experience gathered in this course

Team Values

- Responsibility in our work
- Punctuality in communication
- Transparency with issues
- Respect each other's work, time, and differences
- Adapt to changes as they come

Roles

Logistical:

- Meruj: Team Leader
- Arman: Asset Acquisition and Assistant
- Eve: Lead Designer
- Richard and Mohamed: Testing and DevOps

Programming:

- **Team 1:**
 - Ali: Front-end (HTML/CSS)
 - Jude, Kyle: Back-end (Javascript)
- **Team 2:**
 - Xiao: Front-end (HTML/CSS)
 - Arul, Eric: Back-end (Javascript)

Rules

- A soft submission deadline is by 9 pm of the day of submission
- Meruj may not be available past 9 pm, so questions and issues must be reported before then
- In the case of an emergency submission Arman will step in, and if unavailable
- Meruj will do the submission past 9 pm only in the case of severe emergencies
- Absence and other problems must be reported in the ****#All Excuses**** slack channel

Meetings

There will be meetings every Tu/Th where required attendees will be made clear in the ****#announcements**** channel

Issues & Resolution:

- If an issue must be complete, but the assigned person is unavailable
 - Meruj will be informed by other team members or know directly
 - Someone with less work will take over the issue to the best of their ability
 - If no one else is able to do so, the team will have to do more work
 - If not a team role, someone else will be assigned
 - If everyone else has been assigned a lot of work, Meruj will step in and try to catch things up
- If someone is constantly unavailable to the team when needed,
- Or if someone is slacking on their work or completely unwilling to do it,
- Or if there is toxic behavior such as (blaming, shaming or scapegoating),
- Or if someone does not respond in a timely manner all the time,

****The issue will be raised to the TA relating to that person**

Communication Channels

- The two programming teams have Slack channels of their own
- Other single member roles can communicate with the team at any point, or with Meruj directly
- All slack channels are open to everyone, but writing permission is limited

DevOps

- We use Jest as our testing framework and set up a linting process
- We use Github issues + a table of issues in slack for ease of tracking

Signature:

Arman Nurbalin, 5/11/2025