FitForce

Working Agreement

29th January 2025

COMMUNICATION

Since all team members have IPhones, we have agreed upon using the IMessage application as an instant messaging method. Zoom meeting will be our video platform to meet and discuss the project. Individuals will go about messaging any questions, comments, concerns, updates that they may have on the project. The group will also have a mandatory Zoom video meeting every Monday at 7:30pm. Any individual that cannot join the group meeting should let the group know in advance. Summary of the group meeting will be posted on IMessage everytime one is had. If needed, the group will be asked to meet via Zoom throughout the week at a decided day and time that works for everyone. During the meeting, we will discuss if the project is on track to meet the deadline as well as ideas with the workflow or application that is being built.

Communication Framework:

- Primary channels: iMessage for instant messaging, Zoom for video meeting
- Weekly mandatory Zoom meeting: Mondays at 7:30pm
- Meeting summaries posted on iMessage
- Advance notice required for meeting absences
- Additional meetings scheduled as needed

WORKFLOW

During the Zoom meetings, individuals will be asked to volunteer to take on responsibilities for the project. Those responsibilities will be tracked for each individual on Github to make sure everyone knows what they're working on. Individuals are required to share how they will be performing their responsibilities and others in the group can give constructive feedback on it so it creates team cohesiveness since one individual's task might affect how other group members tackle their task. Nobody should be working in isolation. This is why group members will also be asked to give an update every 3 days on project updates so we can collaborate efficiently when we meet on Zoom since everyone is prepared. The project duties should be divided into equal parts, however, if an individual is struggling and their part is not on track for deadline, the group has to come in and volunteer to help the struggling individual so that the project is back on pace.

Workflow Framework

- Task assignments: Volunteer based during Zoom meetings
- Task tracking: GitHub
- Updates: Every 3 days via iMessage
- Collaboration: Share task approaches for feedback
- Workload: Equally divided; team support for struggling members

TEAM VALUES

Each group member is responsible for creating an effective, inclusive, and flexible work environment. Any disagreement with team members should be given a response of constructive criticism towards the statement or idea rather than personal attacks. Group members are also highly encouraged to voice out concerns and problems they are having with their part of the project to the group well before the deadline so this lets the team come up with solutions or offer help to the concerned individual. Concern or problems with other team members needs to be reported to the team leader so that proper action can be taken to resolve the conflict depending on what the situation is.

Team Values Framework

- Foster an effective, inclusive, and flexible environment
- Provide constructive criticism, avoid personal attacks
- Encourage open communication about project concerns before personal deadline
- Report interpersonal conflicts to team leader

COMPLETION & WORK DEADLINE

Individuals will be asked to share their own personal deadlines for their responsibilities well before the official deadline as well as put their deadline date on Github next to their name along with the responsibilities assigned. Official completion of work is declared by completing the required criteria of the project & complete code that runs properly. All group members will be asked to volunteer to test the code to ensure that it meets the criteria and executes on what the code was meant for The documentation needs to align properly with the code so that it is clear what has been done and why. The code needs to be updated on Github. It is also crucial that the channel of work submission is determined well in advance so that the project is delivered to the right location.

Completion & Work Deadline

- Set personal deadlines before official deadline

- Record responsibilities and deadlines on GitHub
- Completion criteria: Functional code meeting project requirements
- Team code testing and review
- Align documentation with code'
- Update code on GitHub
- Determine submission channel in advance