

## Don't Break Master - Team Contract

Methods of communication	<b>Discord:</b> Standups <b>Messenger/Slack:</b> other communications
Communication response time	Responses under 2 hours are expected. If communication is not possible, let the team know ahead of time.
Meeting attendance	Stand-ups will take place daily at <b>6:00P.M</b> (approx. 15 mins). Attendance is mandatory unless there is a conflict. In that case, create a small paragraph for the team consisting of: what you worked on, what you plan to work on and blockers.
Running Meetings	<b>Standups</b> - discord audio channel <b>Sprint Meetings/Retro</b> - discord video channel Shree will take minutes, in her absence Eric will fill in
Meeting preparation	<b>Standups</b> - not necessary <b>Sprint meetings</b> - look at features you would like to work on in the upcoming sprint and explanation if current sprint work was not completed. Know of any major blockers that need to be addressed. <b>Retro</b> - if a team member has any suggestions they can prepare them beforehand
Version Control	Will integrate a commit template which ensures informative commit messages. Commits must include an addition of a major feature/task/bug fix/story/documentation/refactoring, and all commits should be squashed when merging branches to Master. Branch naming convention (only branch from Master unless necessary): <b>type/ticket-number-description</b> where type can be story, bug, or task. ex. <i>feature/TEAM-123-headerComponent</i>  New tasks/bugs should include <b>steps to reproduce</b> and <b>acceptance criteria</b> . Necessary documentation or resources should be linked.
Division of work	Each JIRA ticket will be assigned to individual team member Major backend and front end features will be looked at by subteams (pair experienced with beginner). Rotation of team members will occur every sprint (one member will remain on the team in order to prevent knowledge gaps). At the end of each sprint, each member must complete regression testing of the entire application(Master) thus far.
Submitting assignments	A Google Calendar will be created and shared by the team to inform everyone of deadlines. A PR will be reviewed by 2 reviewers; this will include ensuring that the new code is up

	to standards and that it is well documented. A team member will then be assigned to take on QA for the task/story/bug at hand, this will include UI tests and/or manual testing. Document submissions will be divided amongst the team.
Contingency Planning	<p><b>If a member drops out:</b> their tasks are split up between remaining team members</p> <p><b>Academic dishonesty:</b> discuss situation with Professor</p> <p><b>Team member unwilling to complete work:</b> discuss issue with team member, then escalate to prof if needed</p>
Other concerns	<p>If a bug needs to be addressed in another team members work, discuss with them prior to making any changes.</p> <p>Ensure through the reviewer and developer that the Master branch does not break.</p>

**We accept these guidelines and intend to fulfill them (sign below):**

Bryan Liu, Harry Geng, Eric Li, Simar Bassi, Shree Shah, Ivin Able, Runjie Zhang