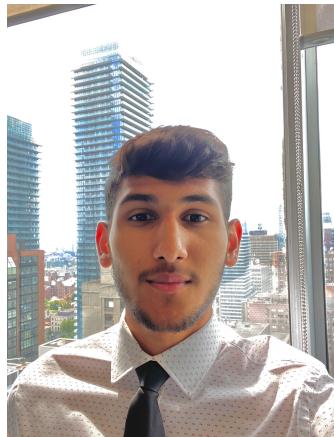


# G7 Labs Team Agreement

**Team Name:**

**G7 Labs**

**Team Members:**



**Full Name:** Syed Asad Hussain

**Student number:** 1007793657

**UTORID:** syedasa5

**Email address:** asadh.syed@mail.utoronto.ca

**Description:**

Hi there! My name is Asad and I am a third year student at the University of Toronto in the computer science specialist program. Currently, I am working as a teaching assistant for linear algebra 1 and volunteer as a software consultant for HOPE (charity organization). In the past, I have worked as a software developer in RBC in the wealth management department and have also worked as a Lab Research Developer at professor Matthias Niemeir psychology lab.

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**Full Name:** Faizan Naseer

**Student number:** 1008124405

**UTORID:** naseerf1

**Email address:** f.naseer@mail.utoronto.ca

**Description:**

Hello, I'm Faizan. I am a junior at UofT, pursuing an undergraduate computer science degree, specializing in software engineering. My interests lie in design, development, and artificial intelligence.

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**Full Name:** Ahmad Hakim

**Student number:** 1007904207

**UTORID:** hakimahm

**Email address:** ahmad.hakim@mail.utoronto.ca

**Description:**

Hello! I'm Ahmad, I'm a third year Computer Science student at UTSC specializing in Software Engineering. I am currently working as a software developer intern at SOTI and a Study Group Facilitator for the "Introduction to Computer Science 2" course at my university.

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**Full Name:** Syed Rayyan Abbas

**Student number:** 1007435606

**UTORID:** abbass42

**Email address:** syedrayyan.abbas@mail.utoronto.ca

**Description:**

Hey! My name is Rayyan and I'm a fourth year Business student at UTSC. My Specialist is in Information Technology and I have a Double Minor in Software Engineering & Economics. I've worked various tech roles at CIBC, University of Toronto, and The Ministry of Education.

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**Full Name:** Kody Chik

**Student number:** 1008031121

**UTORID:** chikchit

**Email address:** kody.chik@mail.utoronto.ca

**Description:** Hi. My name is Kody and I'm a fourth year Computer Science student at UTSC. I've worked various tech roles based in Hong Kong and have a deep interest in machine learning.

## **Team Agreement:**

### **Communication Methods:**

- Whatsapp Group Chat for reminders / urgent communication with the team
- CSCC01 Discord Channel for all other project related communication

**Expected Response Times:** within 24 hours.

### **Nature and frequency of meetings during development:**

Twice a week:

- In person meeting: **between 5 - 8 on Fridays**
- Online meeting: between 7 - 8 on thursdays

We will move onto more frequent meetings during the development phase, as such, we are planning on having 10 min standups everyday (Monday - Friday) and 1 in person 3 hour working session per week on **Fridays from 5 - 8**.

We are also in agreement that any team member might seek help from other team member(s) and can have ad hoc calls given that both parties involved are free.

### **Contingency plans:**

1. Missing meetings
  - a. We are in agreement that not everyone can make it to every meeting, however, it's the responsibility of the missing teammate to inform the team on whatsapp that he will be missing.
  - b. It's the members who missed the meeting to find out what he missed.
  - c. However, note that the scrum master will try his best to have meeting notes.
  - d. If any team member misses 3 meetings in a 2 week time period, they have to buy everybody tims.
2. A team member leaves the team due to unforeseen circumstances.
  - a. We are in agreement that we will divide his workload into everybody else's.
3. Requirement change from business that will require major changes
  - a. We are in agreement that we will not change accept the requirement change if it takes substantial time to change.

4. Voluntarily ignored messages
  - a. If a team member voluntarily ignores messages, and is inactive, through all forms of aforementioned communication for two consecutive days, they will have to purchase a Tim Hortons snack/drink for all other group members as compensation.
  - b. If a team member continues to ignore messages for 4 days, they have to purchase a meal for all other group members as compensation.
  - c. If a team member ignores messages for a week, they shall be kicked out.
5. Incomplete User Story Implementation
  - a. If a user story is not implemented by a group member before the deadline for that particular user story without an aforementioned valid excuse (e.g. multiple midterms, co-op work, stuck, etc.), they will have to purchase a Tim Hortons snack/drink for all other group members as compensation.
  - b. If a valid excuse has been communicated to the group, it is the responsibility of all other team members to help the individual out
  - c. Given that carryovers are bound to happen, a valid excuse, accepted by fellow group members, allows for a ticket within the current sprint's scope to be shifted to the subsequent sprint. The original assignee of the ticket is then accountable for ensuring its completion in the following sprint.

## **Github Repository:**

[AhmadHakim2004/c01w24-project-G7Labs \(github.com\)](https://github.com/AhmadHakim2004/c01w24-project-G7Labs)

## **Jira Scrum Project:**

[G7 Labs Board - Agile board - Jira \(atlassian.net\)](https://jira.atlassian.net/secure/RapidBoard.jspa?pid=10000)

**Ahmad Hakim:** Ahmad Hakim

**Syed Asad Hussain Signature:** Syed Asad Hussain

**Kody Chik:** Kody Chik

**Faizan Naseer:** Faizen Naseer

**Syed Rayyan Abbas's Signature:** Syed Rayyan Abbas