

Team Expectations Agreement

Members:

- Asad Ali Kazim
- Bhavya Jain
- Felix Indrawan
- Ivan Ariyanta
- Jay Zhao
- Kyle Carlos
- Siddhant Singh

A. Commitments

1. Operate together as a team to plan in order to prevent future problems, work on given tasks and resolve potential problems if and when they arise.
2. Agree to do work that we are qualified and capable of doing.
3. Be honest in our planning and reporting.
4. Notify and communicate to team members before committing major changes (i.e. keep other team members informed of changes and implementations).
5. Do what is best for the project as a whole.
6. If a team member does not abide to the agreements listed in this document (i.e. shows minimal effort and care in their work, repeatedly misses meetings, clearly showing minimal intentions for the good of the team, dishonest in their abilities and work, etc.), the team will report and seek external help from the instructors

B. Behavioural Standards

1. Work as a team, die as a team. That is to never neglect and/or abandon another team member.
2. Although each member is responsible for their own tasks, they must remain honest with their work and seek help if necessary.
3. As a team member, one must do their best to aid those who are in need. Always make an effort to respond to their request and offer possible solutions.
4. Work in a manner which helps one another learn and develop.
5. Make decisions and possible sacrifices for the good and survival of the team when necessary.

C. Communication

1. Primary methods of communication will be through Discord and FB Messenger.
2. To respond in a timely manner. Though it is understandable that everyone has diverse schedules, it is expected that a response takes no longer than 12 hours.
3. Communicate in a respectful manner at all times.

D. Team Meetings:

Guidelines

1. Stand-up meetings will be held every day for 15 minutes through Discord at 11 pm EST.
2. Each member is to attend and fully participate in the discussion during the meetings.
3. Meeting minutes will be taken and compiled towards the group's meetings agenda. This will contain each member's tasks, updates, potential problems/issues, and further plans/items for the project.

4. If one cannot attend a meeting due to conflict(s), they must inform the group in advance and provide the group with their project updates to be tracked in the meetings agenda. They then are responsible to catch up in the means of reaching another member that was present and/or reading the meeting minutes from that particular session.

Procedures

1. Meetings will begin and preferably end on time.
2. Members are expected to be prepared and honest with their reports.
3. Agenda items for the next meeting will be discussed at the end of each meeting.
4. Stay on the topics at hand and be organized.

E. Conflicts

1. Treat conflict as a normal part of team work.
2. Seek to understand the interests and reasonings of each member involved before finding answers or solutions
3. Dedicate time to discuss and explore the conflict
4. Listen openly and acknowledge valid points.
5. State our reasonings in an appropriate and non-judgmental manner.
6. Seek to find common ground for agreement.

F. Work and Technical Guidelines

1. Will not break the master branch.
2. Always follow the agreed branching system and procedure.
3. Every implementation is fully tested and documented.
4. Commit only properly working implementations.

5. Be mindful in our commit logging. Be as specific yet concise as possible. Include which Jira issue/User story the implementation is for within the commit message.
6. Before merging to the master branch, a code review will be held to ensure the health and functionality of the master branch and to update the other members of the new feature/implementation
7. Be responsible to deliver a working solution to their assigned tasks before the agreed deadlines. It is important to take on tasks realistically and/or seek the assistance of another member if meeting these deadlines is of concern.
8. Ideally divide the work evenly throughout the team members. Each member is to be honest in the amount of work that they can handle. They should not take too many tasks but also to not take too little tasks.
9. Each member is expected to peer review at least 2 stories for each week.

By signing below, you agree to the conditions listed above.

Signatures: (Team Members)

Ivan Ariyanta (signed Sept 27)

Asad Ali Kazim (signed Sept 28)

Kyle Carlos (signed Sept 28)

Felix Indrawan (signed Sept 28)

Bhavya Jain (signed Sept 29)

Siddhant Singh (signed Sept 28)

Jiayu Zhao (signed Sept 28)