

# Team Contract for Keycap Guardians

## Method(s) of Communication

- ❖ Discord, email

## Communication Response Time

- ❖ Contact Hours between **10 am – 10 pm** weekdays.
- ❖ If a question is asked to the team/in general, a response should be made within **1 hr** time.
- ❖ If a question is asked to a specific person, a response should be made within **12 hrs** time.

## Meeting Guidelines

- ❖ **Whole team:** once a week, either on Friday 4 pm or Wednesday 8 pm. (subject to change)
- ❖ **For sub-groups:** decide within the group.
- ❖ If you're going to miss a meeting, try to tell the group **24 hours** in advance.
- ❖ Have a list of items to discuss in the meeting before the meeting.
- ❖ **Standup messages (at least one before each meeting)**
  - 1) What you worked on
  - 2) Blockers or questions
  - 3) Next tasks

## Work Distribution

- ❖ 1. Define the tasks to be done in an Assignment.
- ❖ 2. Teammates can volunteer to do some tasks.
- ❖ 3. For any conflicts, decide internally in a democratic manner.

## Work Tracking

- ❖ Google Sheets
- ❖ For Github
  - **Branches:** have a *develop* branch and branch off of that using [A# TASK] as branch names, where # is the current assignment number.
  - **Pull Request:** Merge *develop* into your branch, resolve all conflicts, then request pull request(from 1 person that knows the work you're doing) to merge your branch into *develop*. If the review is positive, then you can merge.
  - **Commit Messages:** [A# TASK - the updates you did]
    - Ex. "A1 Draw UML - Added class diagram"

- Branching *develop* into *main* will happen in the meeting with the whole team.

## Contingency Planning

- ❖ If someone drops the course, evenly distribute the work to the rest of the group.

## Behavioural Guidelines

- ❖ If you have questions, don't hesitate to ask.
- ❖ Don't miss a lot of meetings, especially without notice.
- ❖ Be professional and respect everyone's ideas.
- ❖ Respect allocated time for meetings (lateness, overshooting duration).

## Contract Signatures

- ❖ Ivan Shao
- ❖ Su Tong Kong
- ❖ Kelvin Tan
- ❖ Jeremy Tanuan
- ❖ Ho Ki Yuen
- ❖ Mengqi Zhao
- ❖ Haolong Zhang