

Team Agreement

This team agreement outlines the shared expectations, communication norms, responsibilities, and values of the Driven Developers team for the project RentSure. Our goal is to foster a collaborative and respectful environment where each team member feels supported, accountable, and empowered to contribute their best work. By agreeing to these terms, we aim to minimize misunderstandings, stay aligned on our goals, and ensure smooth progress throughout the project lifecycle.

Methods of communication

- We all agree that for the purpose of communication we will use - **Slack** and **WhatsApp** as our primary means of communication.

Communication Expectations

- All team members are expected to **respond within 48 hours** of receiving a message on Slack or WhatsApp during the project timeline.
- If there is **no response within 48 hours**, the team reserves the right to follow up via **phone call** to ensure timely communication and avoid blockers.
- Consistent delays in communication will be addressed as part of team accountability.

Meetings

- At the start of each sprint, the team will hold a **45–60 minute meeting** (online over Slack) to discuss sprint goals, requirements, and the division of tasks.
 - This is a **mandatory meeting**, and **all members are expected to attend**.
 - All members are expected to read the Sprint handout before the meeting.
- In addition, the team will have **15–20 minute stand-up meetings every 3 days** (online over Slack) to share progress updates, roadblocks, and next steps.
 - Attendance at these stand-ups is mandatory, for members who cannot attend are expected to **provide their updates on Slack** beforehand.
- In case of emergencies or unexpected conflicts, members should **inform the team in advance** if they are unable to attend a scheduled meeting.
- Haris Malik will run the meeting and Ishika Vithani will take meeting minutes

Version control

- Team members are encouraged to commit as frequently as necessary to reflect meaningful progress.

- To minimize merge conflicts, each member must push their code at least once every 3 days.
- Pull requests will be reviewed on a rotating basis by designated team members. For Sprint 1, the reviewers will be Haris Malik and Jack Tian.

Division of work

- For each sprint we will have a SCRUM Master (each member will take turns) that will be responsible for overlooking the quality of work, updating JIRA board and ensuring all members finish work on time.
- Division of work will be collectively decided by team members during the beginning of every sprint meeting.

Submitting assignments

- All sprints and deliverables must be **completed at least one day prior** to the official submission deadline to allow time for review and final adjustments.
- **Scrum Master** and **PR Reviewers** will be responsible for officially submitting the work on behalf of the team.

Deadline Accountability

- In case a team member is unable to complete their assigned work by the deadline, they must **inform the rest of the team at least 3 days in advance** of the submission date.
- This allows sufficient time for other members to **reassign, adjust, or complete** the remaining tasks without compromising project quality or deadlines.
- Consistent failure to meet deadlines without proper communication may be addressed in follow-up discussions as a team.

Use of Generative model

- Members are allowed to use generative models and other artificial intelligence tools to help them with the term project. However, members should be prepared to explain their code when needed and make sure the code is functional.

Members' Signatures

- Ishika Rameshbhai Vithani

- Haris Malik
- Jack Tian
- Amanda Zhu
- Thushshan Rameswaran
- Liaba Zeeshan