

TechDocs Team Working Agreement

Communication

- WhatsApp is used for primary and immediate communication. Microsoft Teams/Discord will be used for video meetings. If an email is being sent to the team, inform team members through WhatsApp.
- There will be a weekly scheduled video meeting on Saturdays @ 4PM. This will be a weekly stand-up where we share progress updates and next steps.
- There will also be a weekly check-in via WhatsApp on Wednesdays. This can be a short message of status updates and is not due at any particular time. But the more detail, the better!
- Team members are expected to mainly work on the branch corresponding to their assigned features.
 - In the cases that more than one person is assigned to a branch (or branches must be merged) team members should work together to prevent merge conflicts.
- If a member must miss a scheduled meeting, they should provide advance notice (ideally at least 24 hours) except in the case of emergencies.
- If a member fails to respond via WhatsApp and attend video meetings for two weeks, their tasks will be reassigned and the team lead is responsible for escalating the situation.

Workflow

- There will be an appointed notetaker (human or AI) for each video meeting.
- Additional meetings can be scheduled as needed should the majority of the team (4 or more) agree and be able to attend. Team members are also encouraged to work together on assigned features where appropriate.
- A Task Tracker will be used to manage all tasks and set deadlines agreed upon by the team. The Task Tracker should be updated by every team member as progress is made.
- Task delegation will be on a volunteer basis. Everyone is encouraged to equally participate.
- The last meeting of the sprint will be used for retrospectives and other recorded deliverables.

Team Values

- All team members shall treat each other with kindness and respect at all times.
- Avoid personal attacks when disagreeing with another team member. You can use academic research, quality articles, or personal experience to assert your point. Avoid suggesting your own personal experience is superior to someone else's.
- If a team member has concerns about the direction of the project, they should discuss it with the whole team first before escalating to the Team Lead.
- Each team member should try to resolve interpersonal conflicts on their own before escalating to the Team Lead.

- The team will strive to distribute work fairly and according to each team member's strengths as best it can.
- Each team member should understand their tasks once assigned. It is expected that everyone is capable of independent study and research to complete their tasks. If a member is truly unable to progress, it is better to alert the team sooner rather than later to reassign tasks.

Marking Tasks as Complete

- Team members should aspire to complete their tasks by the specified timeline in the Task Tracker.
- The team member verifies code compiles and does not have syntactical/runtime errors.
- The team member also verifies that code meets expected requirements.
- Code is then pushed to the respective branch and a pull request is opened. At least two other team members should test the code and approve the PR.
- If AI is used, the team member documents what platform is used and how it was used.
- Documentation should be updated to match the feature's actual functionality, if it has deviated (if the original feature was infeasible, etc.)