# CS 691 Capstone Project
# Team – 1: IT Architects
# Team Working Agreement

## Introduction

The following is the working agreement for the team "IT Architects". It defines how we plan to synchronize our work, timelines we will follow, professional expectations, and how we will handle group conflicts.

## Communication and Resource Sharing

WhatsApp will be our team's primary method of communication. Team members are expected to be responsive, and it will be considered unacceptable to go more than a day without responding to active conversation within WhatsApp without prior notice of unavailability.

For sharing documents either sharepoint or google products will be acceptable. All code sharing will be done via Github.

## Work Division

Work will be divided during sprint planning and task assignment will be done based on interest and availability. No one will be expected to handle all tasks of a certain type or field of programming. All team members are welcome to work on all areas of the project.

# Meetings

### Sprint Planning

Sprint planning will be done at the start of the sprint where we will re-prioritize the product backlog, play planning poker in order to determine task difficulty, and assign tasks to group members.

### Scrum Call

A 15 minute scrum call will be held daily at 7:30pm in order to realign the team on current project status. Prior notification is mandatory if a meeting will be missed.

### Sprint Retrospectives

At the end of each sprint a sprint retrospective will be held to go over what did and did not go well over the course of the sprint.

# Team Roles

### Scrum Master

Lead daily scrum calls and run sprint retrospectives

## Team Members

| Team Member Name | Email |
| --- | --- |
| Tyler Helmrich | th4744n@pace.edu |
| Xavier Jackson | xj47172n@pace.edu |
| Jay Patel | jp57820n@pace.edu |
| Arth Patel | ap27525n@pace.edu |
| Zenil Moradia | zm70471n@pace.edu |