

# Team Expectation Agreement

As a team, we have agreed to the following guidelines to ensure clear communication, effective collaboration, and a successful project completion. These guidelines will help us avoid misunderstandings and maintain accountability.

## 1. Methods of Communication:

- **Email:** For formal updates, project documentation, and official communications.
- **Messenger (Discord):** For quick, informal communication and day-to-day collaboration.
- **Video Calls (Discord):** For scheduled meetings and group discussions.

## 2. Communication Response Times:

- **Email:** Respond within 24 hours during weekdays.
- **Messenger:** Response within 12 hours during weekdays.

## 3. Meeting Attendance:

- **Frequency:** Meetings on Wednesdays at 6:30 PM and Fridays at 11:30 AM.
- **Duration:** 30 minutes
- **Mandatory Meetings:** All members are expected to attend unless given prior notice of absence.
- **Absences:** If a member is unable to attend a meeting, they should inform the group at least 24 hours in advance and ensure they catch up with any missed content.

## 4. Running Meetings:

- **Meeting Schedule:** Meetings will be held virtually, using Discord.
- **Face-to-Face Meetings:** Only for essential meetings, based on the team's consensus.
- **Minutes:** One person will be designated to take meeting minutes and distribute them after the meeting.
- **Roles in Meetings:** Each person should be prepared to contribute to the discussion on their assigned tasks.

## 5. Meeting Preparation:

- **Preparation:** All members must review the agenda and any relevant materials before the meeting.
- **Agenda:** The meeting organizer will send the agenda at least 24 hours in advance.
- **Expected Contributions:** Members are expected to update the group on the progress of their tasks and bring any questions or concerns to the meeting.

## 6. Version Control:

- **What to Commit:** Only final, tested, and relevant code or documents should be committed to the project repository.
- **Commit Messages:** All commits must include clear and descriptive messages explaining what was done and why.
- **Branching Strategy:** Each member will work on a separate branch for individual tasks and merge after review.

## 7. Division of Work:

- **Task Assignment:** Tasks will be divided based on each member's strengths and expertise.
- **Task Ownership:** One person will be assigned as the lead for each task but will collaborate with others when necessary.
- **Decision-Making:** Major task assignments will be decided during meetings by consensus.

## 8. Submitting Assignments:

- **Submission Deadlines:** All assignments will be completed at least 1 day before the official deadline for internal review.
- **Who Will Submit:** One person (to be decided by the team) will be responsible for submitting the final version of the project or assignment.
- **Review Process:** Before submission, the team will review the work for quality and completeness.

## 9. Contingency Planning:

- **Team Member Drops Out:** If a team member drops out, the group will quickly reassess the workload, and the instructor will be notified for guidance.
- **Missed Meetings:** If a team member consistently misses meetings without valid reasons, the issue will be addressed by the team, and if necessary, the instructor will be involved.
- **Academic Dishonesty:** Any suspected academic dishonesty will be handled immediately by bringing it to the attention of the instructor to prevent further complications.

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We accept these guidelines and intend to fulfill them (sign below):

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