

Team Expectations Agreement

Purpose: This agreement establishes shared expectations and guidelines for team conduct, communication, and responsibilities.

Methods of Communication

- Use discord/email/cell for team communication.
- Aim to respond to messages promptly, typically within 24 hours on weekdays and 48 hours on weekends.

Meeting Attendance

- Regular meetings will be held weekly and are mandatory unless prior notice of absence is provided.
- Meetings will take place online, with one team member assigned to record minutes for each session.

Meeting Preparation

- Review the agenda in advance.
- Prepare relevant materials as needed for discussion.

Version Control

- Use git/github to manage project files.
- Only necessary files should be committed with clear, descriptive messages.

Division of Work

- Tasks are divided based on skills and project needs.
- Each member is accountable for completing their assigned work on time.

Submitting Assignments

- Final reviews will be conducted as a group at least 24 hours before the submission deadline.
- A designated team member will be responsible for submitting the final project.

Contingency Planning

- If a team member is absent, others will adapt as necessary.
- Persistent issues like missed deadlines or participation problems will prompt the team to seek instructor guidance.

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

Abdulkadi Memisevic

Ap Baran Link

Thanh Phat Lam