

# Team Expectations Agreement

## Agreed Upon Guidelines:

- Methods Of Communication
  - The team will use communications methods like email, instagram, and discord to communicate with each other. Discord will be used for meetings and for sharing important files, instagram will be used as a secondary communication method, and email will be used for emergencies in case a team member does not respond in time.
  - All group members must share any important information regarding the group project with the rest of the team.
- Communication Response Times
  - For important announcements, team members will be expected to respond within 6 hours, IMPORTANT keyword will be placed to indicate important announcements
  - For non-urgent matters, 24 hour response time is acceptable
- Meeting Attendance
  - Group members are expected to attend each meeting the group schedules.
  - If a group member is not able to attend the meeting, that group member must notify the team beforehand
- Running Meetings
  - The team has agreed to have meetings online via discord as it is the most convenient form of communication considering the different schedules each group member has.
  - Group members must say what they have done so far for each meeting
  - There must be at least one meeting per week.
- Meeting Preparation
  - Each member should test their microphone to make sure it is working and make sure they have a stable internet connection.
  - Each member should make sure they are in a quiet room, if that's not plausible, they can mute their microphone and talk via text.
- Version Control
  - The team will use Git for version control
  - Team should include descriptive log messages to indicate exactly what they committed.

- Each member will have their own branch and must consult the rest of the team before committing to the main branch
- Division of Work
  - All work will be evenly divided amongst members in the best way possible. Team members will be accommodated if that member is not familiar with a certain technology
  - The whole team will converse and decide how to divide the work
  - If a team member needs help with something, help will be provided by a team member or multiple team members
- Submitting Assignments
  - All work must be submitted before the deadline
  - All team members will review the work to be submitted and could give any improvements or adjustments if that team member wishes, provided those adjustments are approved by the rest of the team.
  - The team will submit their own parts in the github
- Contingency Planning
  - If a team member is not collaborating, not responsive, or is not abiding by the contract, the rest of the group will contact the instructor or TA to get it resolved.
  - If a group member drops out, we will notify the instructor and re-divide the group work among the remaining members.

Name:



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