Team Expectations Agreement

1. Methods of communication
   - We will primarily use Discord for quick discussions and project updates.
   - For more formal or detailed communications, we will use email.
2. Communication response times
   - Discord messages: within 24 hours. Team members should react with an emoji to acknowledge they've received the message as soon as possible, even if a full response will come later.
   - Emails: respond within 24 hours.
3. Meeting attendance
   - Meetings will be scheduled as needed to discuss project-related topics.
   - Team members are expected to attend any meetings they are available for and to communicate in advance if they cannot attend.
4. Running meetings
   - Meetings will be scheduled in advance, with an agenda shared prior to the meeting.
   - Most meetings will likely be conducted online via Discord or Zoom unless an in-person meeting is agreed upon.
   - Trello will be used to track tasks and deadlines
   - Team members will take turns leading meetings and taking minutes
5. Meeting preparation
   - Team members should come prepared to discuss agenda items and provides updates on their assigned tasks.
   - Preparation may include reviewing previous meeting notes and informing the team of any new developments or changes since the last meeting.
6. Version Control
   - Use GitHub for version control.
   - Commit messages should be clear and descriptive, summarizing the changes made.
   - Only commit code that is tested and functional.
7. Division of Work
   - Work will be divided based on individual strengths and project needs.
   - Team members will discuss and agree on task assignments, and all members should have a clear understanding of their responsibilities.
8. Submitting Assignments
   - All assignments will be submitted on or before the due date.
   - All team members will review the submission before it is finalized to ensure quality and completeness.

- A designated team member will be responsible for submitting the final version of the assignment.
9. Contingency Planning
    - If a team member drops out: The remaining team members will assess the impact on the project and redistribute the work. If necessary, the team will seek guidance from the instructor.
    - If a team member consistently misses meetings: The team will first communicate with the member to understand their situation. If the issue persists, the team will consider discussing it with the instructor.
    - If a team member is academically dishonest: the team will report the issue to the instructor.
10. Conflict Resolution
    - If disagreements arise within the team, members will address the issue respectfully and directly with each other. If a resolution cannot be reached, the team may bring the matter to the attention of the instructor for guidance.
11. Time Management
    - Team members are expected to manage their time effectively to meet deadlines. If a member anticipates a delay, they should communicate this as early as possible to find a solution together
12. Respect and Inclusivity
    - All team members will treat each other with respect and foster an inclusive environment where everyone feels comfortable sharing their ideas and opinions.

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