Team UniVerse Expectations Agreement

As part of team UniVerse, the following members will agree and abide by the following team expectations for the duration of the course project. The following terms have been discussed and agreed upon by all members.

- **Methods of communication** - Communication will mainly be through the UniVerse Discord server. iMessage will be used as a back-up incase there is an issue with connection or if something is of urgent matter.

- **Communication Response Times -** Ideal response time for group members is to be ~1 day especially for team planning, discussions and processes which require all members to participate.

- **Meeting Attendance -** All stand-up meetings will be mandatory to attend by all group members for team planning, updates, processes and assigning roles. If extra meetings are required for a small group of the team those can be optional - for extra help, set up issues etc. Meeting dates will be set-up in advance and will occur 1-2 x per week (2_{nd} meeting if needed), depending on sprint needs. Further discussion on exact dates will be planned by group members in the Discord server.

- **Running Meetings -** Most meetings will be conducted online via Discord. Group members will rotate roles for taking meeting notes and each team member should feel comfortable and feel it is a positive group environment to share ideas, thoughts and updates.

- **Meeting Preparation -** Preparation will be required for stand-up meetings once everyone is assigned their designated roles. The preparation will be about preparing an update on one assigned task to the group in order to update progress.

- **Version Control -** Each item will be done on its own branch with the following team members names. Commits will be done to the designated branch and require two random members from the group to do code review before a pull request to main can be accepted and merged. Due to restrictions with random assigning in the github repo, we will be using a "spin the wheel" software to assign the two members.

- **Division of work -** Will be done as a team, each member can pick what they feel comfortable with and feel free to ask for help from other members. Each member of the team will be in charge of a significant function/feature to ensure all pieces are equally distributed.

- **Submitting Assignments** - Submissions will be done by one person and will aim for submission at least ONE day before the due date.

- **Contingency Planning -** In cases where a team member is not pulling their weight, not participating and failing to provide updates/communicate issues through messaging or on stand-up meetings, group members will attempt to reach out to the member at first. If the problem persists, then the team will have to contact the instructor for support. Instances where a team member drops out of the class, or is academically dishonest, cases will be presented to the instructor for further guidance.

- **Time Management** - Team members are expected to stay on track with their role in the project and ensure to join any additional links/resources in a timely manner such as GitHub, Trello etc. If a team member requires a bit more flexibility or extra time to complete, they must update the team as soon as possible.

- **Accountability & Positive Environment -** Team members are expected to be accountable for their roles in the group and help foster a positive work environment where all members feel seen, heard and supported. Team members should reach out for help or discuss any issues they have openly with the group and support each other throughout the entirety of the project.

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

Elyse Dhaliwal (Elysprit)

Kennie Oraka

Olajonlu Timi Akinbaleye

Sarimah Chindah

Kosy Oraka