Team Expectations Agreement

Communication:

Methods of Communication

1. Discord General Text Channel – To discuss small matter (such as deciding meeting times)
2. Discord Voice Chat – For our Meetings to discuss our next steps
3. Instagram Group Chat – If Team members are not replying on discord
4. Email – Backup if no one is replying on Discord or Instagram

Communication Response Times

1. Text Messages (Discord General Text Channel, Instagram Group Chat)
   - Response times for any messages should be within 2 hours.
2. Meetings (Discord Voice Chat)
   - All Team members should attend all meetings (unless excused)
   - All team members must join a meeting within 10 minutes of its start time.
3. Email
   - Response time should be within 2-3 hours of sending

Meetings:

Meeting Attendance

1. Meeting will be held weekly (according to what works according to the teams' schedule)
2. All meetings are mandatory, but a team member can skip it if they have told the team previously and they have agreed

Running Meetings

1. Team meeting will be held on the Discord Voice Chat
2. A team member will be selected during the minutes to take minutes

Meeting Preparation

1. Each team member will be given their portion of work during the previous meeting
2. All team members must come to the meeting with their assigned work completed
3. If a valid reason is given, a team member can be exempt from completing their work and be given an extension

Work:

Version Control

1. Commit any changes to file
2. Each team member should commit work to their specified branch
3. Any changes to work should be made on the specific branch
4. Once work is completed, team member (working on assignment) should do a pull request then the rest of the team can review it to confirm changes are correct. If changes are correct the team can merge and commit the changes to the main branch
5. Log messages should be descriptive and contain what has been done and what is being added

Division of Work

1. The work will be divided evenly between team members during meetings
2. All team members will all come to an agreement as to who does what in terms of splitting work
3. All work must be completed by the decided date
4. If a Team member is not able to complete the assigned work or needs assistance, they must message in the discord text channel as soon as possible
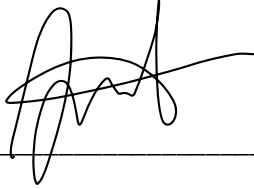
Submitting Assignments

1. Submit Assignment by the decided date (before deadline)
2. Each member will submit the assignment they completed to the github
3. If a single assignment needs to be submitted on eclass then during the meeting team members will choose someone to submit the assignment
4. All team members will review the submission

Contingency Planning

1. If a team member drops out, a meeting will be held immediately to asses where the project is in terms of completion and what needs to be done. The team will then reallocate the work accordingly
2. If a team member consistently misses meetings, team members will first reach out via discord, if that does not work then schedule a meeting to discuss why they are missing these meetings, and if that does not the other team members will let the instructor /TA know and schedule a meeting with them to discuss next steps
3. If a team member is academically dishonest, the rest of the team members will let the instructor know and schedule a meeting as soon as possible to discuss next steps

By signing below, each member acknowledges that they have read, understood, and agree to abide by the terms of the team contract.

_____
Areeba Ansari

_____
November 5, 2024
Date

_____
Anagha Koroth

_____
November 5, 2024
Date

_____
Anusha Masroor

_____
November 5, 2024
Date

_____
Mavra Muzmmal

_____
November 05, 2024
Date

_____
Salwan Aldhahab

_____
November 05, 2024
Date