

YU Bazaar Team Expectations Agreement

Team Members:

1. Krish Shah
2. Ojas Taneja
3. Vedant Godbole
4. Sourav Chandhok

October 27, 2024

Guidelines

1. Methods of Communication

- Preferred methods of communication: Group Chat
- Platform for regular updates and discussions: Discord

2. Communication Response Times

- Expected response time for emails: Within 24 hours
- Expected response time for group chat: Within 6 hours during working hours

3. Meeting Attendance

- Meetings are held every second day.
- Attendance is mandatory. Notify the team at least 1 hour before if you cannot attend.

4. Running Meetings

- Meetings will be held online.
- A designated member will take minutes and distribute them within 30 mins.

5. Meeting Preparation

- Team members are expected to review materials and bring specific materials, if needed to each meeting.
- Come prepared with updates on assigned tasks.

6. Version Control

- All work should be stored in a shared repository (GitHub).
- Everyone should commit on their own branch and should notify other team members before committing to the main branch.
- Commit messages should be clear and describe changes made.

7. Division of Work

- Tasks will be assigned based on each member's strengths and availability.
- Task distribution will be discussed in meetings, with assignments documented for transparency.

8. Submitting Assignments

- Assignments will be submitted by Krish Shah after team review.
- Submissions will be finalized by 72 hours before deadline.

9. Contingency Planning

- If a team member repeatedly misses meetings or assignments, the team will address the issue collaboratively.

- In cases of unresolved issues, the team will seek assistance from an instructor or advisor.

We accept these guidelines and agree to uphold them:

1. **Krish Shah**

2. **Ojas Taneja**

3. **Vedant Godbole**

4. **Sourav Chandhok**