Team Expectations and Regulations Contract

Methods of Communication:
- Discord
- Call
- Text (SMS)

Response Times:
- Within the day (General)
- Within the hour (Working times)

Meeting attendance:
- Mandatory (Exempting tests, appointments)
- Daily Scrum meetings on Discord (at night, or on campus)

Running meetings:
- Nighttime meetings on Discord (Past 9 pm)
- Campus meetings (In study rooms or quiet collaborative areas)
- Personal minutes taken by each member based on individual workload

Meeting prep:
- Most recently finished work ready to present to the group
- Current tickets in progress
- Future planned tickets

Version Control:
- Commit one logical unit of work at a time
- Pull requests must be reviewed and approved by one other member
- Log messages must be grammatically correct
- Branching name convention (issue_number - initials - issue_title)

Division of work:
- Group leader delegates based on preferences
- Pull request open for all group members, assigned to one individual

Assignment Submission:
- Submitted only when all members are satisfied with the final result
- All members must review and bring forth any concerns before submission
- Submitted by the group leader

Contingency Plan:
- The course instructor is contacted immediately with details of the need for the contingency