

# Team Expectations Agreement

- Methods of communication (email, phone, messenger, text, . . . )
  - Discord, email, and phone.
  - Primarily discord.
- Communication response times (email, phone, messenger, text, . . . )
  - Try to respond within the same day or within a day.
  - As quickly as possible close to deadlines.
- Meeting attendance (when to meet, whether all meetings are mandatory, . . . )
  - Mandatory, if unable to join the meeting please let the other members know.
- Running meetings (when, where, face-to-face vs. online, who takes minutes, . . . )
  - Primarily on discord, in-person if possible.
  - Set times around others schedules with lectures, labs, and other commitments.
  - Someone will be designated to take minutes and write a summary of the meeting.
- Meeting preparation (whether preparation is needed, what to prepare, . . . )
  - Come prepared with what was communicated through discord.
- Version control (what to/not to commit, content of log messages, . . . )
  - Check with group members when committing.
  - Each feature should be worked on in a separate branch until completion, at which it can be merged back into main with a pull request.
    - Separate notable changes into different commits within a pull request.
  - Have a message noting the commit.
    - Briefly describe the changes being committed.
    - Reference what item in the product backlog you are working towards.
- Division of work (how to divide work, who will decide who does what, . . . )
  - Divide work evenly among the group.
  - Group decisions on who does what during sprint meetings.
- Submitting assignments (when to submit, who will submit, who will review the submission, . . . )
  - Anyone can submit.
  - Make sure everyone has reviewed the submission.
  - Submit on time.
- Contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . . )

We suggest that in these cases, a team promptly seeks help from the instructor. It is important not to let such situations escalate.

  - Let the group members know as soon as possible if you are planning to drop out, miss meetings, or commit any form of academic dishonesty.
  - Let the instructor know of any situations of this sort as soon as they arise.
  - If a group member misses a meeting, a summary of the meeting can be posted in the dedicated channel for meeting discussions on Discord. This way, the member who missed the meeting can also provide their input on the topic once they are available.

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

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