Team Expectations Agreement

- methods of communication (email, phone, messenger, text, . . .)
  - Discord (primary)
  - Text Message (backup)
- communication response times (email, phone, messenger, text, . . .)
  - 1-2h
- meeting attendance (when to meet, whether all meetings are mandatory, . . .)
  - During the lab sessions (in person)
  - Weekend evenings as a secondary time (over discord)
- running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)
  - Maryan taking meeting minutes
- meeting preparation (whether preparation is needed, what to prepare, . . .)
  - Not necessarily mandatory, but if it is determined that the group must demonstrate their progress on their tasks, then the members should be prepared to demonstrate
- version control (what to/not to commit, content of log messages, . . .)
  - Github PRs for all code changes
  - Try to have images if its a UI change on the PR
    - Or showcasing the change in the PR description
- division of work (how to divide work, who will decide who does what, . . .)
  - Work will be equally divided by the Team Lead
- submitting assignments (when to submit, who will submit, who will review the submission, . . .)
  - The Team lead will submit and review all submissions.
- 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.
  - As a group we discuss amongst ourselves and escalate as needed.

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

Feloubatir Tadros
Mher Eric Gyulumyan
Maryan Ali
Ahmed Abdulahi