Team Contract

Our team has established the following guidelines to ensure efficient work and timely task completion. Communication will primarily be conducted via Discord for quick updates, with email reserved for more formal or detailed discussions. We expect team members to respond within 12 hours on Discord for urgent matters and within 24 hours for general updates, while email responses should be provided within 24 hours. Meetings are scheduled three times a week during Sprint 0 and will reduce to twice a week afterward, with attendance being mandatory unless a valid reason is given at least 24 hours in advance. Meetings will be held online via Discord, with one team member taking minutes on a rotational basis, and all members are expected to come prepared with progress updates and any relevant questions.

We will use GitHub for version control, requiring clear and descriptive commit messages, and regular updates to ensure synchronization across the team. Task division will be based on each member's strengths and interests, and any disagreements will be resolved by team vote. For assignment submissions, a designated member will handle the process, with all team members reviewing the submission 24 hours before the deadline. In cases of repeated absences or inability to fulfill commitments, the team will reassign tasks as necessary. For serious issues, such as academic dishonesty, we will seek guidance from the course instructor. Each team member agrees to these guidelines to foster a productive and cooperative team environment.

Noah Vukosa

Muhammad Khan

Kanwarjot Singh