

Guidelines for Collaboration

1. Methods of Communication

- Primary communication platform: Discord (server link: <https://discord.gg/y3jXE4CD>).
- Secondary methods:
Email : For formal updates or sharing documents.

2. Communication Response Times

- Discord/Messenger: Responses within 2 hours during agreed working hours.
- Email: Responses within 24 hours .
If unavailable for more than 24 hours (e.g., due to personal reasons), notify the team in advance.

3. Meeting Attendance

- Frequency: Standups every alternative day (15 minutes max) + Weekly planning meetings (1 hour).
- Mandatory Attendance: All meetings are mandatory unless prior notice is given.
- Scheduling: Meetings will be scheduled during core hours agreed upon by all members (e.g., 12 PM–7 PM).
Absences must be communicated in advance.

4. Running Meetings

- Platform: Meetings will be held on Discord (voice/video) unless in-person meetings are unanimously agreed upon.
- Roles:
- Facilitator: Rotates weekly; ensures agenda is followed.
- Minute Taker: Documents key decisions and action items. Minutes will be shared on Discord/Trello after the meeting.
- Agenda: Shared at least 1 hour before the meeting.

5. Meeting Preparation

- All members must review Trello boards and relevant materials before meetings.
- Prepare updates on assigned tasks (e.g., progress, blockers).

6. Version Control

- Platform: GitHub.
- Branching Strategy: Use Git Flow:
- main: Stable, production-ready code.
- develop: Integration branch for ongoing work.
- Feature branches: Named as feature/[description] (e.g., feature/mood-tracking).
- Commit Guidelines:
- Write descriptive commit messages (e.g., "Add mood logging API endpoint").
- Avoid committing broken code to develop.

Pull requests must be reviewed by at least one other team member before merging.

7. Division of Work

Name	Student ID	Email	Discord Username	Role
Avantika Nair	217405085	avi2@my.yorku.ca	4vantika	Backend developer
Shivail Anand	218369058	shiv1802@my.yorku.ca	.shivail	AI/ML developer
Chris Shi	218869305	chrisshi@my.yorku.ca	void_automata	Frontend developer
Nidhi Modi	219284884	nidhim30@my.yorku.ca	n038631	Backend developer
Aishani Karfa	219889666	aishak23@my.yorku.ca	nephthys235531	Frontend and QA lead

- Project Manager (Aishani): Task tracking, deadlines, and communication.
- Frontend Lead: UI/UX design and implementation.
- Backend Lead: APIs, database, and server logic.
- AI/ML Lead: Model training, fine-tuning, and integration.
- QA Lead: Testing and bug reporting.
- Task Assignment: Tasks will be assigned collaboratively during sprint planning using Trello.
- If disagreements arise, decisions will be made by majority vote or escalated to the instructor.

8. Submitting Assignments

- Deadline Management: Assignments will be submitted 12 hours before the deadline to allow time for review.
- Submission Process:
One designated member will submit the final deliverable.
All members will review the submission before it's finalized.
Ensure all required files are included (e.g., team.md, summary.md, etc.).

9. Contingency Planning

- If a Team Member Drops Out: Notify the instructor immediately. Remaining members will redistribute tasks.
- If a Team Member Misses Meetings Consistently:
 - First offense: Verbal warning.
 - Second offense: Escalate to the instructor.

- If a Team Member is Academically Dishonest: Report to the instructor immediately.
- In any unresolved disputes, seek mediation from the instructor or TA.

Code of Conduct

- Respect: Treat all team members with respect and professionalism.
- Accountability: Complete assigned tasks on time and communicate delays promptly.
- Transparency: Share progress openly and honestly.
- Collaboration: Help teammates when needed and foster a supportive environment.

Conflict Resolution

Step 1: Address issues directly with the involved team member(s).

Step 2: If unresolved, escalate to the entire team for discussion.

Step 3: Seek guidance from the instructor/TA if no resolution is reached.

Signatures

By signing below, we agree to adhere to the guidelines outlined in this contract.

Shivail Anand

Chris Shi

Aishani Karfa

Nidhi Modi

Avantika Nair