

Team Expectations Agreement

- All team members will communicate using Discord and email.
- All team members are expected to respond within 48 hours.
- Meetings will be held weekly every Saturday and 24 hours before submission. If a member cannot attend, meeting dates may be adjusted upon discussion. Attendance is mandatory unless an absence is communicated at least 24 hours in advance. Emergency meetings may be scheduled with a minimum of 24 hours notice.
- Meetings will be held online on Discord as agreed upon. A designated member will take meeting minutes. Minutes will be documented and shared with the team after each meeting on Discord.
- All team members are expected to review the deliverables in each sprint, and deadlines and report the progress of their assigned parts. Any necessary documents will be posted for review as needed.
- Work will be divided equally and collaboratively based on expertise and interest. If there are disagreements or challenges in dividing the work, the team will work together to find a solution, and if necessary, the final decision may be made through a majority vote.
- Work must be submitted at least 12 hours before the deadline. Each team member will review the work before final submission. A designated team member will be responsible for the submission.
- If a team member misses meetings consistently without prior communication or valid reasons, a warning will be given. This will provide the team members with an opportunity to address the issue and improve attendance. If the situation does not improve despite the warning, the team will seek assistance from the instructor to resolve the matter and ensure the project progresses smoothly.

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

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