Signed Team Expectation Agreement

- Methods of communication
    - Primary: MS Teams
    - Secondary: Email, Discord
- Communication Response Time Expectations
    - MS Teams expectations:
        - Group Chats: 24h
        - Direct Messages: 12h
    - Email/Discord expectations:
        - Within 1 day
- Meetings
    - Times
        - Mandatory meetings:
            - Every Wednesday @ 6:30 PM
            - Friday @ 9AM (immediately prior to deadlines)
            - Saturday @ 9AM (Sprint Planning Meeting)
        - Optional meetings:
            Will add more meetings if necessary
    - Running Meetings
        - Meetings will be conducted online through MS Teams
- Meeting Preparations
    - Prepare ideas related to the meeting topic and complete assigned tasks if any before the meeting starts
    - Keep track of any problems you had working on the tasks.
- Version control (what to/not to commit, content of log messages, . . .)
    - Git flow will be followed
    - Commit messages should be useful
    - Merges to the development branch should mostly be deployment ready.
    - Merges to the master branch must have integrated features and it should be working software.
- Division of Work
    - Tasks will be split for each sprint during sprint planning meetings where everyone needs to be present.
    - Tasks will be assigned based on a team member's interests and skills.Everyone agrees on who will complete each task.

- Submissions
    - During Friday's submission meetings, the whole team reviews the tested work being submitted.
    - Any bugs identified during team review and testing are fixed before submission
    - Once the whole team is satisfied, then only the code is submitted.
- Contingency Planning
    - What if a team member drops out:

- - ■ Inform the team as soon as possible, and also inform the course instructors and tutorial TAs about this situation. Work will be reallocated accordingly.
  - ○ What if a team member is sick for a significant period of time:
    - ■ As soon as a team member finds out that they may be sick for a significant period of time, they will let the rest of the group know. They must arrange to complete their assigned task, either themselves or by re-assigning it to another member.
  - ○ What if a team member consistently misses meetings:
    - ■ Firstly, we shall try to contact that member directly (by sending a direct discord message and email) to see if they respond. If they do not respond within our communication time limit (as mentioned in the first page), we inform the course instructor and TA about this situation. Work will be reallocated accordingly.
  - ○ What if a team member is academically dishonest:
    - ■ If a team member is academically dishonest, the other team members will be notified along with our TA and course instructors.

All documents will have copies on google drive. If a team member drops out or becomes sick for a significant period of time, we will hold a meeting and reassign responsibilities as soon as possible.

By signing below, I will adhere to all the guidelines explained in this agreement.
Johnson Su
Haowen Rui
Nimra Maqbool
Long Hei Mak (Hayden)
Hrithik Kumar Advani
Raymond Ho
Chang Liu