CMPUT 250 – Team Formation Document (Milestone)
Credited by: Midnight Umbrella

1) Team Name

Team Name (proposed): Midnight Umbrella

Teams are not finalized until approved by the instructor.

2) List of Team Members (Name / Year / Major-Minor / Proposed Role)

Name	Academic Year	Major / Minor	Primary Role	Secondary Role
Alan Yu	2nd	CompSci / Japanese	**Producer/ Programmer**	Tools, QA, Documentation
Divine Akata	3rd	CompSci	**Programmer**	UI/UX
Jenny Zhu	4th	Digital Media Design	**Lead Designer/ Artist**	Visual direction, UI/UX
Mashhood Rafeh	3rd	CompSci / psychology	**Writer**	Documentation, Some Programming if needed
Nate Kulak	4th	CompSci	**Programmer**	Audio assistant
Thomas Gibson	3rd	Software Engg.	**Audio/ SFX**	Programming, TBD

Ordered by first name. For the detailed roles, we can decide later.

Expected roles: 3 programmers, 1 art/design, 1 music/audio, 1 writer.
One member must be a **Producer**. One member must be **Lead Designer**.
Roles are **not dictator roles**, but they have final authority when time/management (producer) or design/thematic (lead designer) decisions must be made.

3) Preferences for EP (and Conflicts of Interest)

Preferred EP(s): No preference
Conflicts of interest: None known at this time

EP's listed:
 Lily Wyton
 Ryan Yan
 Ethan Masuda
 Meghan Wickstrand
 Selena Chaiani
 Sam Anderson

4) Collaboration Plan

4.1 Meeting Schedule (Time / Format)

We aim to meet **twice per week** (recommended by course staff):

1. **Weekly Planning Meeting (60–90 min):**

- **Time: Tue& Thurs 7:30- 9pm on Discord**

Nate: Mon/Wed: Before 2pm, Tues: after 12:20pm, Thurs: after 3pm, Fri: before 2pm/ after 5pm, weekends flexible/ all day.

Alan: Mon/Wed/Fri: after 5pm,Tue/Thu: after 1pm (Tue 5-7pm exception),Weekends:

flexible.

Mashhood: Tuesday (in-person)/Thursday (online) anytime after 5pm, Monday/Wednesday after 8pm, Friday/Weekends: Flexible

Divine: Tue: after 3pm. Weekends: flexible

Jenny: Tue/Thu 12pm -10pm, Fri/Sat: not sure, depends on my job. Maybe after 9pm.
Sun.5pm-10pm

Thomas: Available online after 7pm, Tue/ Thur anytime but 2-7pm, Wed/ Fri after 2pm, weekends flexible

- **Format:** In person or Virtual (Discord voice)

2. **Weekly Build / Playtest Meeting (60–90 min):**

- **Time:** Sun TBD
- **Format:** In-person on campus when possible, otherwise Discord voice + screen share

Expected attendance:

All members attend both weekly meetings unless they notify the team in advance.

4.2 Communication Tools

- **Primary:** Discord (team channel + voice if needed)
- **Course-related:** Course Discord as needed
- **Async updates:** Discord text threads + pinned "weekly updates" format (see below)

4.3 Project Management & Workflow

- **Task board:** Trello (or equivalent)

- **Version control:** GitHub repo (Unity project)

- **Branching:** `main` (stable) + feature branches; PRs for merges

- **Build cadence:** At least **one playable build per week** (more near milestones)

- **Definition of Done (DoD):** Feature is only "done" when it is merged, tested, and documented (brief notes).

4.4 Core Team Values

- **Scope control:** Keep the project small and shippable (avoid large-scale 3D workload).
- **Reliability:** Communicate early, meet deadlines, NO SILENT DISAPPEARING.
- **Quality through iteration:** Prefer a playable vertical slice early, then refine.
- **Respect & inclusion:** Design discussion stays constructive; critique the work, not the person.

4.5 Practices to Enforce Values

- Weekly sprint planning + clear task owners

- Midweek async check-in (each person posts: *done / next / blockers*)

- Playtest early and often (internal + external)

- Producer maintains milestone calendar and risk list

5) Conflict Resolution Strategy

5.1 If someone misses meetings or is not communicative

1. Producer sends a **friendly check-in** within 24 hours.

2. If no response within **48 hours**, producer pings again + tags the person in Discord and requests a short status update.

3. If the pattern continues (e.g., **2 missed meetings** or **1 week of silence**), the team escalates to the **EP/Instructor/TA** with a factual summary (dates, missed tasks, messages).

5.2 If someone is not completing their work

1. Producer + task owner clarify expectations: deliverable, deadline, and minimum acceptable scope.

2. If overdue, we **reduce scope** and/or **reassign** the task to protect the milestone.

3. If repeated, we document missed commitments and escalate to EP with evidence (task board history, messages).

5.3 If someone cannot meet a deadline

- The member must notify the team **as soon as they know**, ideally **≥24–48 hours** before the deadline.

- They must provide: (a) current status, (b) what remains, (c) blockers, and (d) a proposed adjusted scope or handoff plan.

- Team decides: extend (if safe), reduce scope, or reassign.

5.4 Decision-making

- For schedule/time-management issues, **Producer** has final decision after hearing input.

- For theme/design/gameplay direction issues, **Lead Designer** has final decision after hearing input.

- Major decisions should be summarized in Discord and pinned.

5.5 Agreement & Signatures

All members agree to:

1. Attend weekly meetings (or notify in advance)

2. Communicate regularly

3. Follow the procedures above

Signatures:

- Alan Yu: _____Alan Yu_____

- Divine Akata: _____Divine Akata_____

- Jenny Zhu: _____Jenny Zhu_____

- Mashhood Rafeh: ___Mashhood Rafeh_____

- Nate Kulak: ____Nate Kulak_____

- Thomas Gibson: _____Thomas Gibson_____

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Compiled by: Alan Yu on behalf of *Midnight Umbrella*