

SOFTENG 206 Team Agreement for Assignment Three

Team number: 8

Team members: Destiny Li, Leonard Min, Jaskaran Sandhu

Date created: 15 September 2021

Note: moving onto the project, we have decided to adopt a hybrid individual and pair programming approach. Tasks are allocated during meetings, members can work on their tasks in their local repository and the changes are merged during the next meeting.

Our Team values are:

- Communication
- Collaboration
- Contribution
- Inclusivity
- Equality
- Time management
- Organisation
- Achieve highly (A+)

The times our team is available to work on Assignment Three are:

- Destiny: 11am - 1am everyday except Wednesdays 3 - 5pm
- Leonard: anytime except (Wednesday 8pm -11pm & Sunday 2am - 6pm)
- Jaskaran: Any time except 10 am - midday Wednesday and Thursday

Our team's agreements about communication are:

- Messenger for primary communication
- Discord for virtual meetings
- Google drive for file sharing
- GitHub for code collaboration
- Expected response time: 1 - 3 hours
 - If a response is not received within that time period (and within the individual's available hours), the rest of the team may go ahead with a decision without the individual's input.

Our team's agreements about workload distribution and delivery are:

- Tasks are to be delegated as fairly and equally as possible, while considering individuals' strengths and areas of expertise
- All team members should make themselves available for the scheduled live coding sessions.
- Team members should make an effort to fully engage throughout the duration of the live coding session and contribute to all parts of the project.
- Team members should be as flexible as possible, in regards to the live coding sessions extending beyond estimated duration.
- Team members should comply with the agreed coding conventions while they work on their tasks. To ensure consistency across the code base.

Our team's policies on delivering status updates are:

- Team members should inform and consult the rest of the team in regards to any changes or bug fixes they make to the working version of the project individually.
- If a team member is unable to attend a team meeting or design consultation, then they should update the team immediately.
- If a certain task was delegated to a team member to complete individually and they are facing difficulties completing it, ~~then they should update the team as soon as possible.~~ then the whole team should work on the task together via pair programming during the next meeting.
- Team members should only work on the individual tasks in their local repository, and any merges should only be made during meetings. This allows the opportunity for the other members to review the code and provide feedback before committing and merge conflicts can then be resolved easily.

Our team's commitment to delivering feedback is:

- Feedback should be constructive and helpful
- Feedback should be listened to and considered appropriately.
- Team members should actively review the work being carried out during the live coding sessions and provide feedback / suggestions where appropriate.

Our team's policy on maintaining this agreement is:

- Each team member will refer back to the agreement as they work on the assignment
- The team agreement can be revisited and revised if needed (will need to hold a discussion or meeting)
- Breaches will need to be discussed and resolved between the team members, citing relevant segments of the team agreement.