**Team Norms Agreement** **Project Name:** Phase 1  
 **Team Members:** Tejas Sharma, Kyle Kim, Jasmine Hoang, Tran Gia Bao Dinh, and Shreya Bhandarkar

## **Identified Issues and Corresponding Team Norms**

### **1. Lack of Communication**

**Issue:** Team members may not communicate regularly, leading to misunderstandings and last-minute problems.  
 **Norm:**

* Mandatory twice-weekly standup meetings to share progress, plans, and obstacles.
* Team members must be responsive on agreed communication channels (e.g., Slack, Discord, Email).
* Any delays, issues, or roadblocks must be reported immediately to avoid last-minute crises.

### **2. Unequal Contribution**

**Issue:** Some members might contribute less, leading to an unfair distribution of work.  
 **Norm:**

* Tasks will be equally assigned based on team members' availability and expertise.
* Every member must complete and document their work as per the timeline.
* A peer review system will be implemented to ensure fairness, and concerns will be addressed with the instructor if necessary.

### **3. Missed Deadlines**

**Issue:** Work being submitted late can delay the entire project.  
 **Norm:**

* A strict internal deadline will be set at least 48 hours before the official submission deadline for review.
* If a member anticipates a delay, they must notify the team at least 24 hours in advance and propose a resolution.
* Failure to meet deadlines repeatedly will be escalated.

### **4. Poor Code Quality & Inconsistent Documentation**

**Issue:** Different coding styles and incomplete documentation can create integration issues.  
 **Norm:**

* Follow an agreed coding standard (e.g., Java conventions, indentation, variable naming).
* All functions must be commented properly to ensure clarity.
* UML diagrams and documentation must be updated regularly to reflect code changes.

### **5. Integration Conflicts**

**Issue:** Uncoordinated changes can lead to merge conflicts and system failures.  
 **Norm:**

* Team members must frequently push their code to the team repository.
* Any major changes should be discussed before implementation.
* Weekly integration testing will be conducted to ensure compatibility.

**6. Ignoring Automated Testing**

**Issue:** Skipping or neglecting test cases may result in undetected bugs.  
 **Norm:**

* Each team member is responsible for writing automated tests for their assigned features.
* The entire team must run tests before each major commit.
* Any failed test cases must be fixed before moving to the next phase.

### **7. Absence from Meetings Without Notice**

**Issue:** Uninformed absences can slow down discussions and progress.  
 **Norm:**

* Attendance is expected for all scheduled meetings.
* If a member cannot attend, they must inform the team at least 6 hours in advance and provide updates asynchronously.

**8. Ignoring Peer Feedback**

**Issue:** Disregarding team suggestions can lead to rework and inefficiencies.  
 **Norm:**

* Constructive feedback is encouraged, and all members must be open to peer review and revision.
* Disputes over feedback should be resolved through discussion or escalated to the instructor.

### **9. Security and Confidentiality of Code**

**Issue:** Making the repository public or sharing sensitive details can lead to plagiarism or security risks.  
 **Norm:**

* The GitHub repository will remain private and only accessible to the team and grader.
* Code should not be shared outside the group unless explicitly permitted.

**10. Last-Minute Work & Procrastination**

**Issue:** Delaying work until the deadline leads to rushed submissions and poor quality.  
 **Norm:**

* Team members must work on assigned tasks continuously rather than waiting until the last moment.
* Progress updates must be provided in every standup meeting.

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## **Signatures**

By signing this document, we agree to abide by the outlined team norms and expectations.

| **Team Member** | **Signature** |
| --- | --- |
| [Team Member 1 Name] | TejasSharma |
| [Team Member 2 Name] | Shreya Bhandarkar |
| [Team Member 3 Name] | Jasmine Hoang |
| [Team Member 4 Name] | Kyle Kim |
| [Team Member 5 Name] | TranDinh |
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📌 **Appendix B** - This document will be included as part of the final project report.