

Team Expectations Agreement

Members of the *Dream Team* Agree to the following:

Communication Methods

Members will use the following methods to contact each other:

- **Primary Method:** Discord
- Secondary Method: Email

Communication Response Time

Members are expected to acknowledge direct messages within 24 hours.

General Meetings

Regular meetings are held on the following days, attendance is expected:

- Monday: 12:00pm
- Tuesday: No meeting
- Wednesday: 6pm
- Thursday: 5pm
- Friday: 6pm
- Saturday: 1:30pm
- Sunday 12:00pm

Running Meetings

Meetings are expected to be 15min-1hour in length on Discord, at the above specified times.

Meeting Preparation

Members are expected to bring the following information about their work to every meeting:

- What they worked on today.
- What they will continue to work on until the next meeting.
- Any issues they've encountered during their work.
- Planned resolution strategies to address the issues.
- Any suggestions/questions/concerns about the project moving forward.

Version Control Strategy

The project will be managed on Git using the *Feature-Branch workflow*. The *Pull-Request methodology* will be used for releasing new features.

General Guidelines for repository structure:

- Master – Always contains a releasable version of the product.
- Develop – work in progress version towards the next release.
- Feature/Bugfix branches – where developers work on implementing new features and fixing bugs.

Reference:

- <https://www.atlassian.com/git/tutorials/comparing-workflows/feature-branch-workflow>
- <https://www.atlassian.com/git/tutorials/making-a-pull-request>

Division Of Work

At the beginning of each sprint, user stories will be selected for completion. The team will then collaborate to specify a design and requirements for the set of undertaken user stories. Tasks can then be distributed among the team for development.

Submitting Work

Work will be submitted on the Git project repository's Master branch.

Contingency Planning

In the event that a member becomes unavailable to complete their work due to an emergency or dropping the course, they should notify the team as soon as possible. Once the team is aware of the issue, accommodation measures will be discussed and enacted.

Member Signatures

Arnaud Michel

Sukhman Vig

Jazelle Diaz

Jayvin Chang

Akeem Brisco

Hao Mack Yang Lee

Komal Kaler