CSCD01 Team Expectation Agreement

Communication

Method of communication: Facebook Messenger for everyday conversations and group calls

Communication Response time:
- Facebook Messenger will be the <u>primary point</u> of communication
- Facebook Messenger messages will be answered within 5 hours excluding the hours of 12 am to 7 am.

Weekly Mandatory Meetings:
- 1 mandatory physical meeting with all group members
    - Monday 6 pm, in IC406 or an agreed upon location once all members have assembled.
    If necessary, extra mandatory meetings may be scheduled
    Meetings must be documented

Weekly Stand-up Meetings (~ 15 min):
- Must attend at least 2 of the following stand up meetings per week:
    - Tuesday at 5:00 pm
    - Thursday at 6:00 pm
    - Friday at 12:00 pm
    Meetings must be documented

Supplementary meetings:
- Extra meetings may be scheduled as necessary; all members may not necessarily be present
- These meetings must also be documented

Weekly meetings with the TA:
- TBD

Work Allocation and Delivery

Version control: The team will be using GitHub. All the submissions of deliverables will be done by those assigned to the task. Any changes to the repository will require at least one other team member to review.

Division of Work:
The tasks will be divided equally in terms of expected effort and workload by the scrum master, and agreed upon by the rest of the group. Team members must be open about their ability to complete work.

Submitting Work:
All assigned work is expected to be done by the team member assigned to that task at least 8 hours before the deadline.

Difficulties and Escalation

Clarification on tasks:
- Uncertainties on assigned tasks must be communicated clearly in a timely manner to the group. Responsibility rests on the assigned individual to resolve.
- If they cannot resolve the problem, the issue(s) must be brought to the attention of either the TA or professor once all options at the team level have been exhausted
- For general questions about a project feature or the project in general, the selected team member(s) are to bring these questions to the Product Owner (TA).

Contingency planning:
- TA and Prof are to be notified of any academic dishonesty.
- If a team member decides to drop the course, they will give a week's notice in advance.
- The TA will be notified in the case of a conflict in the team or when a member fails to adhere to any of the above agreement more than 3 times in this entire term and is unable to be resolved within the team.
- If a team member is ill and does not expect to be able to finish their assigned task before the deadline, they will notify other members in advance, so that the work can be distributed among the other members.
- A team member must give notice as early as possible if he/she is unable/late to attend a team meeting.

Team Agreement Signatures: