

Group Charter: Pydra

Meetings: via Teams Saturdays 3pm, Sunday, if needed, 3pm

Group Contacts: teams/discord

Goals:

1. Meet regularly as a team at least once a week in order to stay on route for deadlines
2. To become fully understanding of the software development process and create robust code to demonstrate our understanding.
3. Implement scrum methodologies, SOLID principles, and OOP methodologies

Work Norms:

1. Time commitment required by each group member:

Time commitment for Pydra will consist of constant meeting at selected times(Saturday or Sunday). Tasks will be divided between group members with an expectation that each member completes xs-s(0-12 hours working time) tasks within 2 days and 4-5 days for large-xl(12+ hours working time).The amount of time spent on assignments or duties

does not matter and will vary depending on the task but as long as it is completed by the assigned date, there will be no issues. The working time of a task should not exceed 20 hours, otherwise it should be broken down into smaller tasks.

2. Dealing with different work habits:

The work habits of any particular member will not be an issue as long as the member communicates progress, produces quality work, and the work is done by the dates established by the group. If the member does not meet these standards, procedures to deal

with that member are further detailed in the ground rules.

Meetings: Saturday/Sunday at 3:00PM

3. Definition of Done:

Done, in reference to tasks means having functional methods which follow tdd and adheres to user stories(acceptance tests). Stay withinscope of user stories, and avoid gold plating.

Meeting Criteria:

1. Length of meetings:

Meetings may have to take as long as it takes, however meetings longer than 1 ½ hours are discouraged. The purpose of meetings is to establish communication and give direction to the project. Meetings once a week should be enough unless it is decided by the group that additional meetings should be scheduled. This communication should take

place through the group email. It is understood that if a meeting takes too long, members

may have to leave for classes or work obligations. This type of situation will not constitute an offense.

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2. Missing a meeting:

If a group member can't make a meeting, they should let the other members know at least several hours beforehand.

Members should at least try to make one of the scheduled meetings every week.

3. Tardiness to meetings:

If a member is going to be only a couple minutes late to a meeting, they should let the other members know beforehand.

Otherwise if a member plans on being 10+ minutes late they shouldn't bother coming to the meeting.

Communication Guidelines:

1. Regular communication:

Group members should check in with their work after making any major changes to the code.

Members should check in with all of their changes on Wednesday to report all progress and plans.

2. Group communication on tardiness/missed meetings and meeting information:

Any information discussed during meetings will be added to Trello for those who missed to view.

3. Communication ethics:

Be respectful! Ensure that all team members' input is put into consideration.

Collaboration and review between team members is encouraged. It is okay to disagree with team members by providing constructive criticism and feedback.

4. Decision making:

Any major discussions should be discussed at meetings and approved by all group members. Upon completion of tasks("done"), members should have at least two other team members review code within 1 day of request and provide feedback if needed, otherwise push to main.

5. Group decisions on delegation:

If any concerns come up related to decisions and work delegation, the route taken will be decided by majority vote.

Items will be prioritized on Trello, and higher priority items should be picked up first.

Participation and Assessment of Tasks:

1. Group participation:

No actions will be taken as long as a member checks in regularly and gets their designated work done.

2. Work not up to standard:

If a certain member's work is not up to standard, other members will reject that member's pull request and provide feedback to make sure code is suitable.

3. Workload too heavy:

At the end of a week, if a member's feels their workload is too heavy in relation to other members, the whole team can agree to redelegate work.

Disciplinary Guidelines:

1. Regarding disciplinary actions:

If a member hasn't completed any work in 2 weeks, other group members will alert the professor about their lack of participation.

Major Offenses: Failure to complete tasks for review within allotted time span

Minor Offenses: Late attendance, not communicating absences for meetings at least one day in advance, failure to review team member code within designated timeline, failure to send daily progress update to team members

2. Disciplinary Log:

Will keep track of any major and minor offenses in the Trello disciplinary log. Meeting attendance will also be kept track of in Teams.

3. Punishment and Dismissal:

2 minor offenses will result in a warning

1 major offense + 2 minor, or 5+ minor offenses results in a contact

2+ major offenses results in dismissal

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displayed along with testimonies from at least 2 other group members and a log of offenses. If available, the offending members work will be confiscated and termed as “belonging to the group”.

We, the team named Pydra agree with the Group Charter and will try our best to uphold it.

Name Alidz Khaligian Date 4/5/23

Name Jiahui Yang Date 4/5/23

Name Lucas Patron Date 4/5/23

Name Wolfgang Strubbe Date 4/5/23

Name Anya Flickinger Date 4/5/23