**Team Agreement**

**Communication**

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| --- | --- |
| Method of Communication  \*in order of preference | Facebook Group chat  Text (when late in replying)  Phone (when not replied to text) |
| Communication Response Time (\*) | Facebook Group Chat: At max 3 hours  Text: At max 1-2 hours  Call: Immediately or call back within the house |
| Notice of Absence (\*) | Let the group know within 1-2 days before planned meeting if you will be absent of late, and the reason (To some extent) |

**Meetings**

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| --- | --- |
| Meeting Frequency (Excluding Scrum Meetings) | Once a week at minimum (Mandatory)  Can be increased as needed and as agreed upon by all/few of the members of the group  Will be meeting on **discord** at least once a week, can add in more online calls if needed |
| Time to Meet | Wednesday’s  12:00 - 1:00 PM (arrive within the first 10-15 minutes) |
| Version Control | Things to Commit: Code that has been thoroughly tested and will need group member approval before merged  What not to Commit: GitIgnore files for each specific development well be doing  Content of log messages: Descriptive, useful messages that will be coherent to know what the file contains |
| Preparation for Meetings | Start with Scrum   * What you’ve done * What are you stuck on (if any) * What you’re going to do   General Discussion   * Divide upcoming tasks * Share help on pin points between members * Set deadlines for next meetings + course submissions |

**Division & Submission of Work**

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| --- | --- |
| Planning to divide work (starting new assignment) | Split assignment into sub-sections and divide equally between members; given a larger section or sections that may be suited to be put together can be assigned to a pair of group members to work on together |
| Follow-ups on dividing work (when assignment is in progress) | If no problems are encountered are everyone’s progress is as scheduled, then we continue with the same split of work. If someone has run into a problem or pain point then another member of the group can pair up with them to help (this member would be decided via prioritizing the problem vs. what the new member is already working on, as well as how much work everyone has left before next deadline) |
| Group Deadlines | Weekly deadlines to be followed up in each weekly meeting; can be escalated if assignment is of higher priority  Aim to complete assignments the Wednesday prior to Fridays deadline (including reviews) |
| Review | One person review’s another’s work for smaller splitting of work  At minimum two people review the final draft before submitting the project |
| Submission | Done for group by Mustafa Hafeez |

**Contingency**

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| --- | --- |
| Missed Meetings/Deadlines | Review meeting minutes and follow up with members in chat to be up to date on newly set tasks and deadlines  Strikes: Every time a member is late to a meeting or misses a deadline they get a strike, at 2 strikes the member ubers everyone food |
| Temporary Absence of Member (\*) | Split up work that the member was assigned between remaining members; assign doughnut strikes, account for absence in final group evaluation |
| Permanent Absence of Member | Split up work that the member was assigned between remaining members; approach TA on next steps |
| Escalation Procedure | 1. Talk to member individually, propose solution 2. Group call to discuss why problem is repeating 3. Advice from TA 4. Approach Professor about repetitive problem and previous tried solutions |

*\*Note: assuming group member is not in an emergency situation, at which point they can let the group know they will not be as response for a specified amount of time as soon as they can*

**Electronic Signatures**

Mustafa Hafeez 18.5.21

Mohammed Abdullah Khan 18.5.21

Anis Saha 18.5.21

Mohammad Saad Raza 18.5.21

Smit Patel 18.5.21