

Method of Communication

Primarily, Slack will be used as the main way of messaging members of the group. Discord will be used to communicate with voice chat if the need arises.

Communication Response Times

Response times are expected to be within 2 hours on slack in the reasonable hours between 10am to 9pm.

Responses for discord are expected to also be within 2 hours during 10am to 9pm..

Meetings

Meetings are mandatory at IC CS lab on Wednesdays and location of TA meeting on Tuesday will be around the meeting place and the exact location to be decided on based on availability. Meetings are in person and communication outside of meetings are on slack. Meetings follow an agenda provided by Alon.

Version control

Only working code is committed to the group repository. Commit messages should be insightful and relevant to the code. A folder for dumping error messages and output is used to test the current version.

Division of work

Work division is decided upon in the weekly Wednesday meetings. All work agreed upon should be completed before the meeting in the following Wednesday.

Code Review

Code is reviewed by Stephen before the weekly Wednesday meeting.

Contingency Planning

If a member drops the course, their assigned part for the week will not be completed and a discussion will take place in the upcoming meeting to address the issue. In case of sickness, attendance to the meeting is not required but work is still expected unless sickness is extreme.