

# Team Expectations Agreement

PalPaw

As part of the team, we agree to the following:

- methods of communication (email, phone, messenger, text, . . . ):
  - o WeChat (messaging app)
  - o In case of emergency or failed communication, call the member directly.
- communication response times (email, phone, messenger, text, . . . ) :
  - o less than 4 hours during weekdays, within a day during weekend or emergencies
- meeting attendance (when to meet, whether all meetings are mandatory, . . . ) :
  - o Every Wednesday 2-3 pm: Weekly Meeting
  - o Every day 10 pm: Daily Standup
- running meetings (when, where, face-to-face vs. online, who takes minutes, . . . ) :
  - o All meeting will be hosted online via Wechat
  - o Yining (note taker) will take notes during each meeting
- meeting preparation (whether preparation is needed, what to prepare, . . . ) :
  - o Members will prepare Scrum questions for the Daily Standup
  - o Members will have a brief idea about the course rubrics for the Weekly meetings.
- version control (what to/not to commit, content of log messages, . . . ) :
  - o The team will use GitHub for version control
  - o Commit complete and function files if possible.
  - o Write clear and descriptive commit messages.
  - o Branch will be created for members to work on different User Stories
  - o When a pull request is created for merging to the main branch, another member should review the pull request.
- division of work (how to divide work, who will decide who does what, . . . ) :
  - o Work will be divided using User Stories
  - o Members may choose preferred sections if possible.

- submitting assignments (when to submit, who will submit, who will review the submission, ..):
  - o All member review final version before submission
  - o Each member will review other sections before submission
  - o Submit before deadline, contact instructor and Tas if have difficulty
  
- contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . . ) :
  - o Sickness, or emergencies: Other group members will cover the assigned work, if possible. Otherwise, contact the instructor and Tas.
  - o Significant Lack of contribution: Contact instructor and Tas.
  - o Academically dishonest: Contact instructor and Tas.

We accept these guidelines and intend to fulfill them (sign below):

Kevin

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Quanyou Xu

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Siyi Zheng

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Luyuan Ge

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Yining Liu

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