

Team Working Agreement

Course Project Collaboration Rules

Team Name	Group 5	Project Title	UniReserve
Course / Section	0612371 - 61A	Date	Sunday, 1 March 2026
Team Leader	Noura Almethen	Repo URL	https://github.com/nouraalm/se-project-booking-system.git
Primary Tools	[GitHub, Teams/WhatsApp]	Issue Board	https://github.com/nouraalm/se-project-booking-system/issues

1. Purpose

This working agreement defines how the team collaborates, communicates, and delivers course artifacts.

It is a commitment by all members to reduce confusion, avoid missed deadlines, and maintain fairness.

- We will follow this agreement unless the whole team agrees to update it (record updates in the repo).

2. Communication

Tip: write what “urgent” means for your team.

- Primary channel: [Teams/WhatsApp]. Backup channel: [KUNIV Email].
- Response time: within [12] hours on weekdays; weekends within [24] hours unless stated otherwise.
- Urgent definition: Anything that blocks a deadline within the next 48 hours
- Urgent issues (blocking a deadline): tag/call the Team Leader and post in the channel with “URGENT”.
- All key decisions must be written down (issue comment/meeting notes) for traceability.

3. Meetings

- Frequency: [e.g., 2 per week] (or as needed near deadlines).
- Duration: [e.g., 45 minutes].
- Agenda: posted by [Leader/Rotating] at least [12] hours before.
- Attendance: expected unless excused in advance; repeated no-shows trigger escalation (Section 8).
- Minutes: captured in [Google Doc/Markdown in repo] with action items, owner, and due date.

4. Task Management and Ownership

- All work is tracked on the issue board (no “invisible work”).
- Each task has: owner, due date, clear deliverable, and acceptance criteria (what “done” means).
- Work is broken into small tasks (<= 1–2 days each) where possible.
- The leader checks progress at least twice per week and helps unblock issues quickly.

Definition of Done (DoD)

A task is “done” only when it satisfies the checklist below (adjust for your project):

DoD Item	Notes / Evidence
Artifact produced and uploaded	GitHub file link (or commit link)
Peer review completed	Reviewer name and date (comment link if possible)
Tests written/executed and passing	Test case IDs, results (Pass/Fail), and link/screenshot
Meets requirements / acceptance criteria	Req ID / User Story ID
Documentation updated (if needed)	Updated file/section link (e.g., README, docs folder)

5. Quality Standards

- Version control: all work is committed to the repo. Meaningful commit messages are required.
- Branching: feature branches. No direct commits to main unless agreed.
- Reviews: at least 1 reviewer for every merge (unless emergency).
- Testing: minimum expectation is unit tests for core functionality.
- Documentation: artifacts must follow the official course templates and include required evidence links.

6. Deadlines and Availability

- We set an internal deadline at least 24 hours before any official submission deadline.
- If you will miss a deadline, you must notify the team at least 24 hours in advance with a recovery plan.
- If a member is blocked for more than 24 hours, they must raise it immediately (don't wait).

7. Decision-Making

- Default approach: discuss -> propose options -> decide within a time box of 24 hours.
- Decision rule: If we don't agree within the time limit, we decide by majority vote.
- Architecture/scope decisions must be documented in an issue/ADR note with pros/cons.

8. Conflict Resolution and Escalation

- Step 1: address the issue directly and respectfully with the person involved (1:1).
- Step 2: bring it to the next team meeting for a structured discussion.
- Step 3: team leader mediates and proposes an action plan with measurable expectations.
- Step 4: if unresolved or repeated, escalate to the instructor/TA with documented evidence.

9. Workload Fairness

- Expected contribution: each member spends approximately 6–8 hours per week.
- Tasks are assigned based on capacity and learning goals; everyone must contribute to core deliverables.
- Persistent non-participation: after [2] missed commitments, tasks are reassigned and escalation begins.

10. Tools and Documentation Locations

- Repository: <https://github.com/nouraalm/se-project-booking-system.git>
- Branching policy: Feature branches with PRs and one review before merging to main.
Issue board: <https://github.com/nouraalm/se-project-booking-system/issues>
Labels/statuses: To Do / Doing / Review / Done.
- Meeting notes: <https://github.com/nouraalm/se-project-booking-system/tree/main/meeting-notes>
- Document templates / final PDFs: <https://github.com/nouraalm/se-project-booking-system/tree/main/docs>
- Testing evidence: <https://github.com/nouraalm/se-project-booking-system/tree/main/tests>

Ethics and Academic Integrity

All team members must follow course rules on academic integrity. Plagiarism, falsified test evidence, or misrepresentation of work is unacceptable and may lead to disqualification or disciplinary action. Cite any external sources and clearly attribute AI-assisted content where required.

Sign-off

By signing below, we agree to follow this working agreement for the duration of the project.

Name	Signature	Date
Mouddy	mouddy	27/2/2026
Noura	Noura	27/2/2026
Shaikha	Shaikha	27/2/2026
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