Team Expectations Agreement

Methods of Communication & Response Times
- Primary communication: Discord group chat
- Secondary communication: Text messages/phone
    - Respond within 3 hours during the day
    - If someone is unavailable, let the team know beforehand

Meeting Attendance
- Time and Location:
- Meetings are mandatory unless discussed otherwise, and members should notify the team in case of any absences or delays

Running Meetings
- Meetings held online on Discord
- The scrum master creates the agenda and runs the meeting
- Members must review their assigned tasks before the meeting and come prepared to share progress, blockers, and next steps.

Version Control
- We will use GitHub for version control
- Each member must make their commits clear with descriptive messages
- Only working code should be merged into the main branch
- Major changes require at least 1 peer review

Division of Work
- User stories will be divided based on skill and interest, but all members must contribute equally
- Tasks/new feature assignments will be assigned during sprint planning
- If someone is struggling with a task, they should communicate early for support and resolution

Submitting Assignments
- All final submissions must be reviewed and approved by all team members
- Submission should be ready at least 24 hours before the deadline to have time for review

Contingency Planning
- If a member consistently misses meetings or fails to contribute adequately, then team members should discuss and communicate the issue privately
- If it continues, the team should inform the instructor to mediate
- In case of a member dropping out, remaining members will redistribute work fairly and update the instructor
- Academic dishonesty should be reported immediately to maintain team integrity

We accept these guidelines (written on page 1 of this document) and intend to fulfill them.

Name	Date
Eesha Fawad	Oct 6th, 2025
Melanie Mushayev	Oct 7th, 2025
Abrar Kassim	Oct 8th, 2025
Priya Gill	Oct 10th, 2025
Ashal Iman	Oct 12th, 2025