

Team Procedures

- Team meeting times: Check in regularly on discord.
- Communication mediums and frequency: Group chat, discord; as frequently as needed.
- Decision-making: We all vote on decisions that need to be made. If any tie-breakers are needed we bring in someone's mom.
- Agendas for meetings: We will create the Agenda on a per-meeting basis.
- Record keeping: We will keep all records in GitHub Wiki Pages
- Branching structure, naming conventions, and ownership: We will follow the {unityid}/feature-name structure for naming branches. The unity id will be the entity ultimately responsible for the branch, however, anyone can commit to it if needed. Every feature should be developed on a new branch.

Work Quality

- Project Standards: Working, effective code. Attempt to use methods that result in the highest efficiency for the program. Documentation should be sufficient. Bug reports should be done in GitHub Issues.
- Strategies: Inspection and peer-review will be our primary strategies.
- Process Standards: We will follow the required processes.

Team Participation

- Cooperation and equal distribution of tasks: Tasks will be distributed at the beginning of the week, then modified depending on how long each thing takes.
- Inclusiveness: We will include all members on each task.
- Keeping on task: We will strongly enforce maintaining a high standard of work.
- Leadership and roles: We will all be masters of our own scrum.

Accountability

- What level of attendance and participation is expected for a team member?: Attend as much as possible, and participate whether or not you are present for class.
- What level of responsibility is expected for a team member? Full responsibility for personal tasks and shared responsibility for overall team deliverables.
- What level of communication is expected for a team member? Maintain communication with the team, let the team know if you will miss/be late to class. Make sure you communicate any confusions.
- What level of commitment is expected for a team member? Stay committed completely.
- What actions should a team member take if they are unable to fulfill their commitments for a given week (or longer)? Start to fulfill their commitments. If they have external factors, let the team know and we can divide up their work.

Consequences for Non-Participation

- How will the team handle initial incidents of non-participation? Discussion with the team about how to make up missed work.

- How will the team handle multiple incidents of non-participation? Removed from the GitHub Team
- What type of point infractions should extended non-participation incur? -2 points per non-participation.

Team Approval of Ground Rules

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