

Team 24 - Team Agreement

CSCC01 - Introduction to Software Engineering

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1 Team Communication

1.1 Method of communication

The method of communication for this team shall be the team's Facebook Messenger group. The backup method of communication shall be by phone.

Every team member shall have exchanged phone numbers when signing this team agreement.

The official channel of communication with the course instructor and the TA shall be the slack channel created by the TA.

1.2 Response Times

Every team member shall attempt to respond to messages as soon as possible within 3 hours during the day. The enforced maximum response time shall be 12 hours except for unforeseen circumstances.

24 hours before the project deliverable deadline, all members shall respond to messages within 1 hour during the day, if the circumstances require the team to do so. Any member shall be able to request the 1 hour response time.

2 Meetings

2.1 Meeting time and location

The team shall meet at the following times, until the end of the project.

- Wednesdays after 5pm; and
- Saturdays after 1pm.

The meeting location shall be decided by the team at least 12 hours ahead of the meeting. The default locations for these meetings shall be the computer lab in the Instructional Centre or Bladen Wing.

The meeting duration shall be 1 hour, and extended if a two-thirds majority of the team agrees.

2.2 Attendance

Attendance is mandatory for all members. If, due to unforeseen circumstances, a team member cannot appear in person, the team member must try their best to attend virtually with Facebook Messenger call, Skype call, or other equivalent software, depending on software availability.

See [Section 6.1](#) if a team member misses a meeting.

2.3 Minute taking

Team member shall take turns in minute-taking during meetings.

2.4 Meeting Preparation

All team members must prepare the following before the meeting:

- Tasks that have been completed by them in the past week;
- A brief explanation of what they have done; and
- Questions or clarification of past and/or future tasks.

3 Version Control

3.1 Branch Structure

All team members shall create **feature branches** based on each, or multiple of their user stories. Team members shall open a Github “Pull Request” when they have completed their features.

All team members must not directly commit to the master branch. See section 3.2 for process of pushing to the master branch.

3.2 Peer Review

Before anything can be merged into master, at least 2 team members shall peer review the pull request for functionality bugs or code quality errors.

Each team member shall review a similar amount of other’s code. Any concerns with regards to reviewing shall be raised during the next team meeting.

Although only 2 reviews are required to have code merged into master, all members are encouraged to read through each other’s code.

Refer to section 6.6 if a team member has a strong disagreement with another team member’s code.

3.3 Content of commit messages

Team members shall write sensible and descriptive commit messages. The commit message shall follow git standards, and include the following content:

- What has been changed; and
- The effect to the codebase.

4 Division of work

4.1 Work division with story points

The team shall assign story points to each task, and each team member shall complete a similar number of points each week. If a team member does not choose enough points, or if there are not enough points for the member to do so, the team member shall complete more points in the next deliverable.

4.2 Work division concerns

Each team member shall be able to voice their thoughts on their own workload, or the workload of others during the weekly meetings.

5 Work Submission

5.1 Deadline

The internal team deadline for all deliverables shall be 24 hours before the official course deadline.

This deadline can be violated only by consent of more than half of the team, if the team feels like the deliverable is not up to standard.

5.2 Submitting Work

Everyone shall have the ability to hand in a submission, if the the peer review outlined in section 3.2 has been completed.

6 Contingency Planning

6.1 Missing a meeting

Team weekly meetings are mandatory as outlined in section 2.2.

If a team member foresees they cannot attend the meeting by any means (in-person or online), they **must** inform other team members through our “Method of communication.”

If a team member cannot foresee their absence, but cannot attend the meeting nonetheless, they must try their best to inform the team members immediately. If no response have been given to the team, the team shall inform the TA immediately for assistance locating the team member.

6.2 Dropping out

If a team member drops out due to unforeseen circumstances, their work shall be equally divided among all team members.

Team members shall immediately voice out their concerns with regards to workload if such circumstances happen, and this information shall be escalated to the course instructor immediately.

6.3 Academic Misconduct

All team members shall refrain from committing actions of academic misconduct. If a team member suspects another of academic misconduct, they shall voice out their concerns in the next project meeting, so the team can decide on next steps.

6.4 Workload

All team members shall do an equal amount of work.

If a team member is struggling to do their task, they shall immediately let others know using the team's method of communication. All team members shall offer help or ideas to complete the task.

If a team member believes that another team member is not doing their work, or is doing work of poor quality (without asking for help), they may voice their concerns in their next meeting.

The team member shall be given a chance to explain their work and all team members shall offer help if necessary.

CATME shall be used to reflect each of the team members' performance.

6.5 Team Conflicts

When conflicts between two or more team members arise, the affected parties shall raise concerns during the next team meeting. A discussion shall follow to attempt to resolve this issue. If the discussion fails to resolve the particular issue, a team vote shall take place with regards to the solution, and this shall be the final decision.

If a team member chooses not to abide by the final decision, the team shall escalate it immediately to the course instructor.

We, the undersigned, affirms and abides to the above team agreement:



Aleksander Bodurri



Trey Daniel Robinson



Wei Wang



Chu Yun Zhong



Cho Yin Yong