



CSCC01

Team Information & Agreement

Table of Contents

Introduce the Team.....	Page 3
Introduce the Team Members.....	Page 4
Share a Meal.....	Page 6
Team Expectations Agreement.....	Page 7
Signature.....	Page 8

Introduce the Team



We are Team Newcomers! Our goals for this project are to learn how to work efficiently in a fast-paced environment, how to work professionally on a real project, hopefully expose ourselves to some new technologies, and of course, to get a good mark! Through the incremental progression on this project, we will strive to gain a solid understanding on how to both develop & deliver software effectively.

Our entire team is strong with Java, C/C++, and Python. We have one team member that is strong with front-end technologies, although based on our group discussions we will likely stick with the Java - specifically we will utilize the Spring Framework. Since most of our team members have experience with working in numerous different team environments, some of our strong points as a team will definitely be our communication, organizational, and time-management skills. We are looking forward to utilizing our combined strengths in order to build software effectively!

Introduce the Team Members

Picture	Biography
	<p>Hi! My name's Gurpreet. I'm a third-year student pursuing a specialist in Computer Science. I love music, gaming, learning new technologies, and interacting with others (just to list a few). Having completed 12 months of co-op (8 months as a Web Developer and 4 months as a Software Developer) I can confidently say that I have a good grasp on how to work with others, both on small & large projects. I like to say that I have strong written communication skills, and I'm very dependable (so you can have faith in my word). I like to stay on top of any tasks that are assigned to me, particularly because I dislike letting others down.</p> <p>Besides all of that, I look forward to working in teams because a team environment suits me extremely well. In terms of technical skills, I'm familiar/comfortable with Java, C, C#, Python, SQL, VSTS, just to name a few. I look forward to working together with Team 3!</p>
	<p>Hi! My name is Zhili Pan. You can call me Jerry. I am a third-year student in the Software Engineering Specialist Co-op stream. I have finished 2 work terms - 4 months as a Technology Analyst in BMO, 4 months as a Software Developer in International Financial Data Service (IFDS). I worked in an agile development team in BMO, so I have a good understanding of the real-life agile practice and the problems we may face. As a software developer, I developed 17000+ lines of automation test framework and several report tools for IFDS. My programming skill and teamwork skill are reliable.</p> <p>My main strength is algorithm and design. I started doing programming competition since Grade 10 and was selected to compete in ACM-ICPC for UTSC last year. I am comfortable with C, Java, C++, C#, Python and MySQL. I have successfully built some projects in those languages. Looking forward to building a good project with Team Newcomer!</p>



Hi! I am Jacob, a fourth-year computer science student. I am specializing in Computer Science and I am passionate about both programming and math. My hobbies include biking, listening to good music and of course learning new technologies. For my PEY, I worked for 12 months as a software developer at a startup in Toronto. During this time, I worked on applications for various clients. Some of these clients include Cadbury, BMO, Interactive Ontario among others. I thrive in a team environment and I am willing to take on any challenge for the common good. I always ensure that I get my assigned tasks done in a timely manner to provide enough time for thorough testing.

I am experienced in Python, Java, C, SQL, Javascript, Node.js, NoSQL, AWS, HTML, CSS. I am also open to learning any technologies needed to achieve success in our team. I am excited to work with Team 3 and looking forward to delivering a successful application.



Hey, my name is Michael and I'm the last member of the group Team Newcomer. I'm a 3rd year computer science student in the Software Engineering Stream. I tend to work well in group settings as I've had pretty good projects from B58 and B07. I've done a lot of programming in C/C++ in my personal time as I like to implement the things I learn in my algorithms courses and try to understand it better. When I have time I like spending time on my Linux configuration with my i3 window manager as it is fun to customize and create different scripts for it.

I have experience working with C/C++, Java, Python, MySQL, Bash and I am comfortable learning new technologies as well. I've worked in an agile environment before and I hope this project will turn out well too!

Share a Meal



This is us sharing a meal, coincidentally we happened to have some cupcakes and a dairy milk chocolate with us on the same day that we took our team picture!

Team Expectations Agreement

1. Methods of Communication
 - a. Facebook messenger - for daily communication between team members
 - b. Discord - for voice meeting, sharing documents and recording important information like discussion results
 - c. Email - for communication with TAs and Professor
2. Communication Response Times (Messenger, Discord, Email)
 - a. Messenger: 5-10 minutes
 - b. Discord: Hourly or after lectures/team meetings
 - c. Email: Everyone checks daily
3. Regular Meeting Times
 - a. Monday, Wednesday, Friday Afternoons, typically after 5/6 pm
 - b. Weekends when necessary
4. Meeting Attendance
 - a. Weekly meetings are mandatory that take place after 5/6pm
 - b. Weekend meetings aren't mandatory
5. Running Meetings
 - a. We will run meetings in BV473 when it's available and find a place nearby when we can't use the lab.
 - b. Weekly meetings will be face to face. Weekend meetings can be done in person when needed or people can be online on Discord voice.
 - c. For standup meetings, we will each have 5 minutes to talk about our progress and what we have to do for the next standup meeting as well as any conflicts that may have occurred.
6. Meeting Preparation
 - a. Be prepared to discuss what has been finished since the last meeting, which tasks will be taken by whom, especially on Mondays.
7. Version Control (Git)
 - a. Single line commit messages for small changes
 - b. We will follow a subject and body format for larger changes, guided by this [post](#)
 - c. Also write a body to describe changes when a single line doesn't provide enough context
 - d. Code should compile before committing
8. Division of Work

We will divide work based on skills and strengths so team members will be most comfortable. We will also discuss our progress in meetings and we will be adaptive to help others when needed.
9. Submitting Work
 - a. We will code review our work together as a team before submission and submit the work as a team.

- b. We will aim to submit 2 days before the deadlines
 - c. Ensure proper grammar when submitting reports.
10. Contingency Planning

If a team member drops out, we will talk to the instructors because we have already started with a team of 4 members. If a member has a sickness where they are physically and mentally incapable of coding alone then the other group members will work that members' portion equally. If a member consistently misses meetings, we will continue to try to get the member to attend meetings since we already know each others schedules. If they refuse to attend meetings we will just go to the professor claiming the group member is unwilling to cooperate.

If a team member is academically dishonest it would be very difficult for the other members to notice this since we will be making frequent commits but we will try to contact the professor as soon as possible.

Signature

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

Gurpreet Gill

Zhili Pan

Jacob Buol

Michael Sun
