



Groupr Agreement Contract

Methods of communication:

The main medium of communications is through discord. We have channels to categorize the type of inquiry or information. Keeping messages organized is necessary to avoid loss and late delivery of information to the team.

It is required that communications in the /General directory be viewed at least once a day for any updates. /code-reviews every 2 days in case there is a request for a feature PR.

A contact sheet with alternative methods of communications have been handed for any other administrative purposes.

You are responsible to others as they are to you, and therefore will be held accountable if any deliverables are missed/delayed due to negligence.

Meeting attendance:

Any meeting that requires the attendance of all group members is mandatory and is subject to internal warning. It is not mandatory, but highly advised, to attend the meetings for smaller teams working on features you are not responsible of.

Meetings will be happening at least 3 times per week on pre-defined dates. They will occur anywhere between 5pm – 10pm for a length of 60 – 120 minutes depending on the context. It is expected that you are active and responsive during the meetings.

Each meeting, any relevant sources will be shared through the Discord channel /resources, and it is the team members personal responsibility to have access updated/new documents and material.

Meeting preparation:

It is required that each member has their deliverables ready by the assigned meeting date.

On select meetings there will be a technical review, where features and the corresponding code will be showcased and explained for codebase familiarity and being up to date with project progress.

Version control:

GitHub will be used to store the codebase, and git will be our version control manager.

Basic understanding of git is required, and we will be using Gitflow to handle version control.

You will branch off of staging/dev using the following naming scheme: issue-# or a complete separate feature branch feature-name and you will branch off that for its development. Upon finalization open a PR request and assign at least 2 people for review. Branch will get merged into dev/staging once it's been accepted.

Division of work:

Division of work will be done based on a necessity basis, although will have a main frontend and backend teams, upon need issues and tickets will be assigned to you under the assumption of familiarity with the full stack.

Product owner: Aydin Parekh

The product owner is responsible for Jira\Task management, and communications with the clients for product direction.

For any problems in development or feature management contact the PM.

Submitting assignments:

Tickets and features will have deadlines with respect to sprint hand in guidelines. Sprints are due on Fridays, it is expected to have work completed by the Thursday of for a review. It will be finalized and merged to main on Friday or submitted by the PM.

Contingency planning:

In case of academic dishonesty, rude conduct and/or failure to uphold responsibilities the TA and then the instructor will be informed in that order. Actions will be taken based off of the advice given by them.

If a team member drops the course mid-development, there will need to be a necessary knowledge transfer about any unfinished issues/features they are working on to a core team member.

Any internal conflict should be brought up to the PM and then escalated to the TA or Instructor if necessary.

IN WITNESS WHERE OF the parties have duly executed this Agreement

Pedram Meskoub

Pedram Meskoub X

Aydin Parekh

Aydin Parekh X

Skandan Vecham

Skandan Vecham X

Ben Wilson

Ben Wilson X

Tina Eghdam Zamiri

Tina Eghdam Zamiri X

Howard Yang

Howard Yang X

Mohammad Anwar

Mohammad Anwar x