

301 Team Contract

Planner's Paradise

Communication

- The standard method of communication is the team Discord server.
- Team members should check the Discord every day, and respond to messages in no longer than 48 hours.
- If a team member is going to be late or unable to attend, they should send a message in Discord to let us know, as early as possible and at the latest by the meeting start time (3PM for regular meetings).
- Team members will make every effort to ensure other members have a say in meetings

Meetings

- Weekly meetings will be held on Fridays from 3-5pm on Zoom (link posted in the Discord server) except as otherwise agreed by the team.
- Meetings will be scheduled at a mutually convenient time for all team members, except as otherwise agreed by the team.
 - Upcoming meeting times will be posted to the Discord #schedule channel.
- Every team member should attend every meeting, except as otherwise agreed by the team on a case-by-case basis.
- Required meeting preparation will be mutually decided by the team, primarily during the previous meeting (or in some cases, in the Discord server).
- Suleiman will take/post meeting minutes to the Discord #meeting-minutes channel, except as otherwise arranged by the team.

Version Control

- The GitHub Classroom repo will be used for source control.
- Team members will adhere to source control best practices, including:
 - Frequent commits
 - Descriptive commit messages

Division of Work

- Work will be divided by each User Story, mutually agreed by the team in each sprint.
- Every group member comments their code adequately and concisely.

Contingency Planning

- In any of these scenarios, and all other extenuating circumstances, the group will consult the instructor as soon as possible:
 - If a team member is accused of being academically dishonest (as per <https://www.utm.utoronto.ca/academic-integrity/students>)
 - If a team member is consistently unresponsive and/or misses meetings
 - If a team member is otherwise failing to fulfill their responsibilities to the team

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

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