

Team Expectation Agreement



The following team expectation agreement has been discussed extensively with all group members present. Our team has agreed to the following terms:

Method of communication: Discord, school email

Communication Response Time: Within 24 hours max unless with prior notice.

Meeting Attendance: Monday / Thursday (9:00 - 11:00pm)

Running Meetings: Run on discord (online) through voice/video chat. Darren will be the one responsible for taking minutes.

Meeting Preparations: Finish work discussed in previous meetings. Be prepared to discuss what work you have done.

Version Control: Git/Github; log messages should clear and concise

Division of Work: The work will be divided evenly and fairly after discussion among the group members.

Submitting Assignment: Work will be reviewed by all members of the team and submitted 24 hours before the deadline. Group members responsible for submitting work will be decided 24 hours prior depending on schedule.

Contingency Planning:

- *Team Member Dropping Out:* Their responsibilities will be distributed evenly among the remaining group members.
- *Team Member Sick:* Their assigned tasks will be distributed among team members who have time.
- *Team member consistently missing meetings:* Discussion with absent team member(s), followed by Notifying TA and professor about this behaviour should it continue.
- *Team Member Emergency:* Team must be notified within 24 hours by the absent member and then assigned tasks for the day will be adjusted accordingly.

We Accept these guidelines and intend to fulfill them:

Darren Liu graphic design is my passion

19/05/2021

Jason Yu

19/05/2021

Justin Wang

19/05/2021

CHERYL CHEN

19/05/2021

YeonOh Jung

19/05/2021

Yuanyuan Li

19/05/2021

Yu Chin Koo

19/05/2021