



team-contract.pdf

- Communication Method: Our group's primary method of communication will be through Discord. Our group members all agree to make a best effort attempt to pickup the phone if called.
- Communication response time: Our group members agree to check discord at a minimum of once per day and will respond to messages within 24 hours including during weekends and on statutory holidays. Our group members will also make their best effort to be available on Discord for the 4 hours before the deadline to perform a final review of our work.
- Meeting attendance: All meetings are to be considered optional; whenever a group member is unavailable to attend a meeting, they are expected to read any notes and/or minutes of the meeting that have been added to Notion. **Meeting notes will also document meeting attendance.**
- Running meetings: All formal meetings will occur remotely via Zoom. The decision to hold a meeting must be made at Meeting Coordinator's sole discretion. Meetings may be held outside of business hours, on weekends and during statutory holidays. **The Meeting Coordinator will coordinate note-taking during the meeting and facilitate those notes being made available on Notion at their earliest convenience.** Note that the Meeting Coordinator position will be democratically assigned to the ideal candidate.
- Meeting preparation: **The Meeting Coordinator will document what pre-meeting preparation is expected from other members on Notion within the meetings folder contained within each sprint.** This document will also contain a link to the zoom meeting and the minutes of the meeting.
- Version control: Every feature will be produced within its own branch, Branches will only be merged with the main branch if approved by at least 2 other group members. Branches when merged with the main branch must be production ready and will not contain things like debug messages. Additionally our group agrees to abide by the University of Toronto code of behaviour on academic matters and will never commit things which may constitute an academic offense.
- Division of work: Our group will hold a meeting that will be coordinated by our meeting coordinator to divide work per sprint. The division of work will be documented on notion in a

document called “team roles”. **If a disagreement occurs during the division of work, our meeting coordinator will at their sole discretion decide how work will be assigned. All group members agree to follow and respect the meeting coordinators decision.**

- Assignment Submission: Our group will have a mandatory meeting one or two day prior submission deadline to review our work and decide what we will be submitting. A five member subset of our group will be responsible for reviewing our submission; the members of this group will be documented on Notion in our “team roles” document within every sprint folder and will be decided upon during our “division of work” meeting.
 - Contingency planning: If any member of our group suspects that academic dishonesty may have occurred or will occur they agree to notify the instructor immediately and without communicating with other group members about this matter. They also agree to make a reasonable effort to preserve any relevant evidence. All group members also agree to fully co-operate with any investigation conducted by the instructor, the university or its agents. Additionally, if a group member is suspected of underperforming the definition of which is to include being inactive on Discord for 3 consecutive days or missing 2 consecutive group meetings. All other members in the group will meet to decide on what action should be taken.
- Loss of Group Member: In the event that a group member is suspected of not being able to complete their work, the work that was originally assigned to them as documented within the “team roles” file on Notion for that particular sprint will be divided evenly amongst the 5 members that have agreed to review and submit our work for that sprint.

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

- Kyle Hobeck
- Tamseel Sheikh
- Melissa King
- Amelia Moore
- Mohammad-Ali Bandzar
- Sanah Sarin
- Abdullah Shahid