Team Expectations Agreement
- methods of communication (email, phone, messenger, text, . . .)
  - Discord (main)
  - email/phone (secondary)
- communication response times (email, phone, messenger, text, . . .)
  - Discord(1 day)
    - Crunch time (few hours)
  - Email (1 - 2 days)
  - Phone (Emergency)

- meeting attendance
  - Time: Daily @ 7pm EST (Mon-Fri)
  - Location: Discord
  - Length: 15~ mins
  - Mandatory
- running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)
  - Time: Daily @ 7pm EST (Mon-Fri)
  - Location: Discord, Online
- meeting preparation (whether preparation is needed, what to prepare, . . .)
  - What you did, what you will do, what you can't do
- version control (what to/not to commit, content of log messages, . . .)
  - dependencies/third party code (ex node modules)
  - Content: what feature was worked on - Problems
  - Pull requests: send link to PR on discord (webhook)
- division of work (who will decide, how to divide)
  - Draw numbers to pick tasks. (1st pick must be new person each time)
- submitting assignments
  - PR at least 1 day before due date
  - Tasks are due 11:59pm
- contingency planning
  - Drop out (at least 1 week in advance)
  - Skipping daily scrums (consistently without reason)
    - Must contact team members if they will miss a meeting
    - Will be contacted by team members via discord
    - If it get out of hand (1 week afk), escalate it to prof
  - Not completing tasks:
    - Will be contacted by teammates
    - No improvement = escalation

Signatures
Colin Lin
Jahin Promit
Shammo Talukder
Mitravasu Prakash

Ka Fai Yuen
Brandon Lo
Simon Chau