

Team Expectations Agreement

Methods of Communication

The main method of communication will be the team discord server. The backup communication method will be through email.

Communication Response Times

The expected response time for discord is 12 hours from when the message was sent. For email, the response time is 24 hours

Meeting Attendance

The team will meet at least once a week on Tuesday 8pm EST with a backup meeting date on Thursday 8pm EST. The meeting start times can vary by 1 hour depending on what the team agrees on. All meetings are mandatory.

Running Meetings

The meeting minutes will be taken by Arianne Lavada. The meetings will take place on discord at the agreed upon meeting time mentioned above.

Meeting Preparation

Before each meeting, an agenda of what the meeting will entail will be provided as well as any readings that need to be done before the meeting happens.

Version Control

Everything that is committed to the GitHub repo must be relevant to the project. The content of the commit log messages must always be an explanation of how the project has changed because of the commit. Mentioning file names and line numbers is optional as GitHub automatically records that information.

Division of Work

The assignment of work will be done first by group members volunteering to do features that they prefer to do, if something cannot be agreed upon, the Team Leader (Joshua Concon) can step in and decide. The Team Leader will divide the work into specific features

Submitting Assignments

The assignments will be done 24 hours before the deadline and will be submitted by the Team Leader. The submission will be reviewed by the team in either on Tuesday or Thursday meeting. If the submission cannot be finished by the Tuesday or Thursday meeting, a private call with the team leader should be scheduled for the reviewing as an back up review session. Note that features are brought to the review session must be tested beforehand.

Contingency Planning

In the event of a team member dropping out of the course, the tickets assigned to them will be redistributed amongst the rest of the team. If a team member consistently misses meetings, the team leader should contact them. If they are unresponsive, then the course instructor is contacted to resolve the situation. If a team member is being academically dishonest, the course instructor is informed.

Signatures














