

TEAM EXPECTATION AGREEMENT

Team Member: Yihan Wang, Junwei Quan, Lynne Hamd, Aryan Kalra, Pratham .


- Method of communication:
 - Discord, email
- Communication response times:
 - Discord (24 hours), email (48 hours)
- Meetings:
 - (optional) Wednesday tutorial @11:30am - 1:00pm*
 - (mandatory) in person Tuesday after class @7:00pm* **
 - Attendance:
 - ◆ All meeting documentation draft will be written in a shared in google doc.
 - ◆ Sign in and sign out required
- Meeting Preparation:
 - No hard format of presentation required, but each member must:
 - ◆ Have a way of present their work on assigned tasks which due at the time of meeting, or
 - ◆ Have a way of present their progress if not assigned tasks is due at the time of meeting.
- Version control:
 - Each member should NOT push their work to the main branch, every commit must go through pull request.
 - ◆ Each member will have their own branch to work with, members can create as many branches as they need, following the format '`<first-name>-<branch-number>`'.
 - Ex. Branch name: 'yihan-0', 'yihan-1'
 - ◆ Pull requests will be audited and approve or decline at each group meeting upon consent of every member.
 - Commit message requires to contain
- Division of work:
 - A team leader will be elected at the first formal meeting to prepare the assignment of tasks based on preferences and strength of each individual member during meeting time.
- Submitting assignments:
 - The team leader will organize files for submission, commit the submission to eClass, and initiation the review of submission together with every team member during group meeting.
- Contingency planning:
 - Drops out:


- ◆ In case a team member drops out, their portion of work will be re-assigned to remaining team members based on strength and relevant experiences
- ◆ if no one is capable of undertaking the tasks, team leader initiate to evenly distribute the tasks to each remaining team member.
- Consistently missing meetings or consistently fail to commit assigned tasks deliverables:
 - ◆ In case of a team member consistently missing mandatory team meetings without valid reason over the accommodation limit (more than 1 times of missing without valid reason), the team leader will initiate communication with the team member in aim to maintain group progress.
 - If team leader cannot resolve such problem, the case should be escalated to the course instructor by the team leader, upon consensus of rest of team members excluding the member who is subject to this matter.
 - Before instructions are given from the course instructor, the team leader has the responsibility and right to re-assign task to remaining group members in order to keep the project progress on schedule.
- Academic Honesty:
 - ◆ An audit will be run upon each commit before approval of pull request by the whole team during team meeting.
 - ◆ Group members are required to stay honest of what assistance they have used for each of their commitment.
 - We assume that each member reveals the truth of what they said, individual committer are solely responsible for the commit content they submit, including any academic dishonesty involved.
 - ◆ In case of academic dishonesty breach, such matter will be escalated to the course instructor and awaiting instruction from the course instructor.
- Copy of contract:
 - ◆ We decide each member of the team will keep one original copy of this contract (signed and printed 5 copies)


LIST OF MEMBERS

Name	Student ID	Email	Phone	Role
Yihan Wang	217838467	yehua97@my.yorku.ca	647-466-6991	
Junwei Quan	216693780	jquan28@my.yorku.ca	4379825387	
Lynne Hamd	219625268	lhamd04@my.yorku.ca	4168356237	
Aryan Kalra	217268764	aryan100@my.yorku.ca	6473304557	
Pratham .	219957729	pratham1@my.yorku.ca	6478855492	

We, accept these guidelines and intend to fulfill them. (Sign below):











Signed on Date(mmm/dd/yyyy): Sep 12/20 24

* in case of class or test conflict or emergency with a valid reason for unable to attend a mandatory meeting, a 48 hour ahead of time notice will be required. The team will decide if to reschedule the meeting (to a date within 7 days of the rescheduling meeting), or record the meeting and proceed without the participation of missing member.

** mandatory meeting accommodation: each member can miss up to one meeting without a valid reason. All meeting documentation draft will be written in a shared in google doc. Members sign in and sign out required.