

Yes Team-Contract

Methods of communication (email, phone, messenger, text, . . .)

- Discord - Primary
- Email - Secondary, if needed

Communication response times (email, phone, messenger, text, . . .)

- Response time within 3-4 hours
 - For reasonable hours, overnight (12am - 8 am) is not reasonable

Meeting attendance (when to meet, whether all meetings are mandatory, . . .)

- 4:00 - 4:15 pm
- 3 Days per week are mandatory (Attend at least 3 meetings per week)
- Weekdays only

Running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)

- On Discord voice chat/messaging

Meeting preparation (whether preparation is needed, what to prepare, . . .)

- List of all tasks completed within the sprint
- Your progress so far within the sprint
- List of all upcoming tasks within sprint
- List of any problems they have during the sprint, including if you do not know how to code something or don't understand a concept

Version control (what to/not to commit, content of log messages, . . .)

- Do not break master branch; instead make a branch for your feature and pull request
- Relevant log messages of what you've committed (i.e updated ITEM in module XYZ)
- Do not commit files unrelated to the production code e.g. IDE files
 - Maintain a .gitignore file?
- Only commit once you've tested new features developed and the application as a whole

Division of work (how to divide work, who will decide who does what, . . .)

- Decided by themselves, choose their own work through JIRA
- Explain what their tasks are to the other group members
- To ensure equal distribution, assign numerical values to the amount of effort/time it takes and try to keep the sum of each member equal

Submitting assignments (when to submit, who will submit, who will review the submission, . . .)

- Once a pull request has been reviewed and approved, anyone can submit (commit to master)
- Review 12h~24h? before deadline and ensure everything is working as expected
- Submit with at least 24-12hrs before deadline to test once again if there are any issues

Contingency planning (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, . . .)

- If someone drops out, we need to reduce the goal of features completed per sprint
 - Discuss with professor and client to figure out which features can be excluded / compromised
- If a team member consistently misses meetings or doesn't submit their work on time
 - Give warnings/strikes; 3rd strike will force a meeting with the professor and team
- If a team member is academically dishonest, the member confesses to professor and sort things out

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

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Adam Wu

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