

CSCC01 TEAM AGREEMENT

By signing this agreement for team **Lilypad** you agree to the following:

- Our primary source of communication will be discord.
- Every team member will have an emergency contact method where replies are expected within 15 minutes.
- Discord messages in the team chat do not require a response unless they are directed towards you.
 - If a message is directed towards you, you must reply within 4 hours.
- The daily standup will happen from 7 pm to 7:15pm everyday.
 - Jeff will take meeting minutes.
 - It will be over discord.
 - The meeting can be of round table format, where 1 by 1 each person gets a chance to discuss what they have been working on in the past 24 hours and what they will be working on in the next 24 hours and ask questions, if they have any.
- Everyone must read this once before their first commit <https://chris.beams.io/posts/git-commit/>.
- We will use feature branches.
 - Every person will have written test cases for their features.
 - Every person should commit often.
 - Before merging to master, you must check that the regression tests pass. Furthermore, at least one other person who is not working on that feature will review the code and give their approval before merging to master.
 - Do not work on someone else's branch without their approval.
- The distribution of work for each sprint will be decided during the sprint plannings.
 - Will factor in each team members; interests to learn certain technologies, course load and total efforts.
- Every team member will review the code and sign off for approval before submission.
- Michael and Maggie will look over the JIRA to ensure that tasks are being closed and user stories and new tasks are being added.

Full Name	Signature
Jason Yuan	J.Y
Ohm Negi	O.N
Jefferson Li	J.L
Maggie Dang	M.D
Qing Yu Lan	Q.Y.L.
Michael Do	M. D.