

## Tab's Team Contract

Our team will be dedicated to following the agreed upon guidelines:

- Communication: we will communicate over discord, adhering to a 4 hour response time on weekdays and a 12 hour response time on weekends. Should any of us become unavailable due to an emergency, we should let the rest of the team know as soon as possible.
- Meeting Attendance: We will attend all meetings as frequently as possible, at a minimum of 4 days per week on weekdays. Weekend meetings are non-mandatory. We will meet at 8:00 pm (20:00) every day.
- Running meetings: Tyler is in charge of taking notes during the meetings. If he is unavailable for the day, then another person will volunteer to take notes. Meetings are to last 15 minutes to 30 minutes.
- Meeting preparation: Once per week, each member is to stream a demo of what they have worked on for the week. The day that each member streams their work will be decided weekly.
- Version control: We are to commit as often as possible, commits are to be squashed before pushing. Commit before each meeting and changes should be pushed before the weekly demo. Bugs should be tracked on Jira using the commit ID for reference. Before merging two branches, the changes must be reviewed by at least two other members.
- Division of work: Each group member will volunteer for work that they want to take. If two group members want to work on the same task, then they must come to an agreement on their own, otherwise the rest of the group will decide.
- Submitting assignments: Klein has the responsibility of submitting the assignment after it has been agreed upon by the group.
- Contingency planning: We will assume that none of our members will drop the course midway through. In the event of emergencies (medical, family emergencies, etc.) that last longer than a week, we will evenly divide the work of that member between the rest of the group. We will assume that there is no academic dishonesty from any of our group members. Lastly, if a group member is missing meetings, we will try to find out what is preventing them from working on the assignment and make the necessary arrangements to help them with any obstacles.

We accept these guidelines and will fulfill them to the best of our abilities.

Signed:

Gigi Cheang



Young Chen



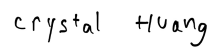
Tyler Cong



Klein Harrigan



Crystal Huang



John Ma

