

Team Expectation Agreement

Team Name: Agility

Members: Husni Fareed, Ahmad Shah, Joseph Augustine, Jesse Francispillai, Maduvan Kasi

List of agreed upon guidelines that our team will follow for the duration of the CSCC01 project

Methods of communication:

- Facebook Messenger: general chat + audio calls
- Discord Server: screen-sharing + video conferencing
- Google Doc: message board
- GitHub Group: anything else that needs to also be seen by TA

Communication response times:

- Facebook Messenger: 12 hr response time if urgent. 24 hrs otherwise. Urgency will be signalled by an all caps "URGENT" attached to the message. Also tag @everyone

Regular meeting times:

- Fridays 3:15pm - 4:00pm. More will be agreed upon as work backlog grows

Meeting attendance:

- Mandatory. If team member cannot make it, try to let the team know a day in advance

Running meetings:

- Meetings on Messenger at the specified times. Screensharing is available too. Timing will be through a timeslot (ex. 3:15 - 4:00) unless finished early. Weekly reviewer will also be assigned during meeting

Meeting preparation:

- Have a google doc with the week's current issues, achievements, and coming week's goals.
- Update relevant issues before meeting and have questions ready

Division of work:

- Scrum Master (Jesse Francispillai) assigns work for coming week during every week's mandatory meeting. Using Trello to keep track.

Submitting work:

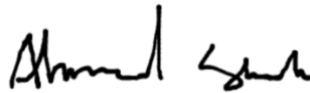
- Goal is to have all main work done 1 day before the deadline. Review and finishing touches can then be done on final day, 12 hours before deadline. Any non-code documents will be reviewed by that week's assigned reviewer (reviewer will be appointed each week during mandatory meeting)

Contingency planning:


- If team member drops out or is academically dishonest, we will immediately contact the prof/our TA for next steps.
- For everything else, we will contact the member and give them 48 hours to address any issues that they might be facing to get back on track. This person should either be tagged in the group chat or be personally messaged to ensure they see the message.



Husni Fareed



Ahmad Shah



Joseph Augustine



Jesse Francispillai



Maduvan Kasi