

# Team Working Agreement<sup>1</sup>

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Team 36

Creation: 10/11/2022

## 1. Group Identification

Course: CSE 110 FALL 2022

Instructor: Thomas Powell

TA/Manager: Allison Turner

Team Name: Code Avengers

Team member info: | NAME | EMAIL | ROLE | |----|-----|----| | Triston Babers | tbabers@ucsd.edu | Team Lead | | Meron Asfaw | masfaw@ucsd.edu | Team Lead | | Jiancheng Liang | jil269@ucsd.edu | Designer | | Julia Le | jhle@ucsd.edu | Planner | | Rappel Ricafort | rricafort@ucsd.edu | Developer | | Andrew Schade | aschade@ucsd.edu | Developer | | Miko Brown | m9brown@ucsd.edu | Developer | | Duc Vo | dcv004@ucsd.edu | Developer | | Thanh Phan | tnphan@ucsd.edu | Developer | | Justin Lau | jil025@ucsd.edu | Developer | | Ettore Hidoux | etto.re.hidoux@imt-atlantique.net | Developer |

## 2. Primary Means of Communication and Expectations

- All members will be expected to read emails and Slack messages from everyone in the group on a daily basis and respond ***within 24 hours***.

## 3. Scheduling Meetings

- Team will agree to meet weekly at 5:00 PM on Thursday to report upon their progress and discuss future tasks needed to be completed.
- Team members will suggest any topics/issues needed to be cover before the weekly meeting to the Team Leads.
- Team Leads will create meeting slides detailing the agenda for that week prior to the weekly meetings.

## 4. General Responsibilities for All Team Members

- Attend scheduled meetings on time. Else, notify the team leads beforehand if you cannot make it
- Finished your assigned task/duty before the deadline.
- Routinely communicate with the team about your tasks and anything you're struggling with.
- Participate in the daily and weekly standups using the Slack bot.

## 5. Conflict Resolution

- If a team member is not meeting deadlines, the Team Leads will address the issue with the individual to address the problem before bringing the issue to the TA.

## 6. Expectations of Faculty and GTA's

- If a team member fails to live up to this agreement, the situation may be reported to the TA or professor.
- TA and professor will be available to resolve issues with the team.
- The TA will facilitate group discussions, provide feedback, and coordinate with the team to address their concerns.

## 8. Team Signatures

Requires each team member's signature

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1. This agreement was built using the template from [this source](#) ↩