

Team Working Agreement¹

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 | jll025@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



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