

Team Working Agreement

1) Group Identification

- Team Name: Team-28
 - Instructor: Thomas Powell
 - Team Names: Ojeen G, Alyssa K, Chih-Lin W, Jihun P, Justin W, Kevin Z, Neelay J, Vaughan C, Yash P
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2) Group Contract

- Communication
 - Main communication channels shall be Slack and bi-weekly meetings
 - Slack Expectations:
 - Communicate more rather than less
 - Be active on slack
 - React to announcements/important messages once read
 - Bi-weekly Standup Expectations:
 - Participate live or asynchronously
- General responsibilities
 - Technical:
 - Document your code with in-file comments and external documentation where required
 - Make sure your local repository has the correct branch checked out and is up to date with the remote branch
 - Communicate and stay accountable
 - Trust each other
 - Don't try to take over other member's work
 - Be open and feel free to make suggestions
 - Respect each other
- Conflict Resolution
 - Be open, clear and talk to each other first
 - Deadline related conflicts: ask for extensions if possible
 - Bring in a third party if conflict can't be resolved internally
 - Bring in team leads first
 - Ask TA for support if leader is involved or leaders are not able to help
- Expectations of Faculty and GTA's
 - *If a team member fails to live up to this agreement, the situation may be reported to the staff, but the team will still be responsible for submitting a completed assignment. Staff will be available to meet with teams to resolve issues.*

3) Signature

Kevin Zhang