Team Working Agreement

1) **Group Identification**

   - Team Name: Team-28

   - Instructor: Thomas Powell

   - Team Names: Ojeen G, Alyssa K, Chih, W, Jihun P, justin W, Kevin Z, Naaley, J, Vaughan C, Yash P

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2) **Group Contract**

 - Communication
   - Slack
     - Communicate more rather than less
     - Be active on slack
     - React to announcements/important messages
   - Bi-weekly Standups - Live or Asynchronous
 - 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

  - Bringing in a third party if it can't be resolved internally

    - Bring in team leads first

    - Ask TA for support if leader is involved or leaders 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) Team Signatures

Ojeen Gammah