

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

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

A handwritten signature in dark ink on a light-colored, slightly textured paper. The signature is stylized, starting with a large, looped 'S' or 'J' shape, followed by a series of connected loops and a long, horizontal stroke extending to the right.