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