

 ayoung19 Updated general responsibilities section

🕒 History

👤 2 contributors  

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Team Working Agreement

Term: Winter 2021

1) Group Identification

Name	Email	Phone
Enrique Gan	egan@ucsd.edu	(818) 427 7585

Name	Email	Phone
Annika Hatcher	anhatche@ucsd.edu	(310) 988 3208
Justin Lee	jtl006@ucsd.edu	(925) 548 9759
Arman Mansourian	armansou@ucsd.edu	(323) 573 9717
Liam Stone	lstone@ucsd.edu	(562) 305 0270
Teresa Truong	tetruong@ucsd.edu	(818) 334 9300
Donald Wolfson	dwolfson@ucsd.edu	(760) 519 5076
Andy Young	a7young@ucsd.edu	(808) 218 8306
Allen Zou	alzou@ucsd.edu	(713)898 6610

2) Primary Means of Communication and Expectations

Primary form of communication: Slack

- Keep slack notifications on or check up on the channel at least once a day.
- Respond with an emoji on important posts within 24 hours of posting.
- Respond with reply to @/@everyone or direct messages within 24 hours of posting.

Discussing project issues:

- Post project related issues on GitHub Issues within the repo.
- Discussions about existing issues take place on the #github-issues channel in Slack.

3) Schedule Meetings

Weekly Meetings: Fridays, 4:00pm to approximately 5:00pm. We will also have casual meet-ups at various times to get to know each other better.

4) General Responsibilities/Values for ALL Team Members

- Prompt/proactive communication through Slack or Github. Acknowledge communications with reactions (comments, emojis, etc.) for important posts.
- Be honest and transparent about your tasks current/upcoming events.
- Respect each other's time. If it's an emergency, Slack's force notification or text messages can be used. Otherwise, try to get back to people within 24 hours.
- At the beginning of each weekly meeting, everyone is expected to share an update/status report on progress, issues, accomplishments, etc. Updates are to keep everyone on the same page.
- If you're stuck, ask for help! Someone might know the answer and speed the troubleshooting up. We are still learning and no-one is expected to be a pro, the better we can communicate road blocks the easier we can overcome them.
- Be a team player. Show fair and honest effort. To succeed, we all have to do our part. Complete tasks on time and to the best of your ability.
 - If you are unable to complete a task, communicate with the team so that we can accommodate—the sooner the better while the issue is small.
 - Please don't procrastinate.
 - Lend a helping hand when someone is reaching out for help.

5) Conflict Resolution

- Group conflict resolution: majority vote (5/9 required) to reach consensus on decisions regarding components of the project.
- Personal conflict resolution:
 - i. Direct private communication through Slack
 - ii. Zoom Meeting (Minimum: 15 minutes)

iii. Zoom Meeting with Sim

iv. Zoom Meeting with Professor Powell


6) Expectations of Faculty and GTA's

If a major conflict issue arises, reach out to Sim.

7) Team Signatures


Enrique Gan: 


Annika Hatcher: 

Justin Lee: 

Arman Mansourian: 

Liam Stone: 

Teresa Truong: 

Donald Wolfson: 

Andy Young: 

Andy Young.

Allen Zou:

Allen Zou