

Team Agreement:

Team Agreement for [Company A]: *Group 18*

Date: 1/26/2026

Team Members:

- 1. Lance Motowski
- 2. Alex Elkins
- 3. Feichi Cai
- 4. Pinhe Du
- 5. Tung Hoang

Preamble:

This agreement serves to outline the roles, responsibilities, and expectations of each member of our team for the duration of Spring semester 2026 in CSE 498. We, the undersigned, pledge to uphold our commitments and work collaboratively towards the successful completion of the project.

Roles & Responsibilities:

Team Member	Role Title	Responsibilities
Alex Elkins	Team Coordination Lead	Will organize a team plan to meet project milestones. Will set up team meetings, track status of goals, and help facilitate effective communication among team members.
Lance Motowski	Integration Lead	Will take point on collaborating with other teams on the project's overall API design; will assist with merge requests; will address questions or issues from other teams.
Feichi Cai	Quality Assurance Lead	Will oversee the creation, execution, and maintenance of test suites; will track code quality, including functionality, performance, and security issues, and prioritize fixes.
Pinhe Du	Documentation Lead	Will ensure the team produces clear, concise, and comprehensive documentation for both end-users and other developers, as well as code that meets all style standards.
Tung Hoang	User-Experience Lead	Will lead the effort to ensure that all C++ classes and the final application being developed are as useful and intuitive as possible to the intended audience.

Team Expectations:

- 1. **Communication:** We agree to maintain open, respectful, and timely communication within our team.

We will use discord for our discussions.

2. **Meetings:** Regular team meetings will be held on Monday in-person after class and/or Wednesday online after class . Attendance is mandatory unless a valid reason is provided in advance.
3. **Conflict Resolution:** Any conflicts that arise will be addressed openly in the team setting. If a resolution still cannot be reached after a substantial good-faith attempt, we agree to consult the course instructors to help resolve the dispute.
4. **Feedback:** Constructive feedback is essential. We agree to provide it respectfully and receive it with an open mind.
5. **Work Distribution:** Work will be fairly divided, and each team member commits to completing their tasks by mutually agreed-upon deadlines.
6. **Re-evaluation of Roles:** We acknowledge that the project's needs may change, and different people may want experience in different roles. We are open to re-evaluating and adjusting roles as required. Specifically, we will reevaluate roles after major milestones in weeks 6 and 10, or at any point that two or more group members request it.

Acknowledgment of Agreement:

We, the undersigned, have mutually agreed upon the roles and responsibilities as stated above. We commit to upholding this agreement for the duration of the project and understand that any failure to do so may have consequences on our project's success and our individual assessments.

Name	Signature	Date
Lance Motowski	Lance Motowski	01/26/2026
Alex Elkins	Alex Elkins	01/26/2026
Feichi Cai	Feichi Cai	01/26/2026
Pinhe Du	Pinhe Du	01/26/2026
Tung Hoang	Tung Hoang	01/26/2026