

Team Working Agreement  
 Term Fall 2022  
 Creation 10/15/2022

## 1) Group Identification

Team #13  
 Instructor – Thomas Powell  
 TA - Malcolm  
 Team Name – *The JSONs*

### Team member info:

NAME	EMAIL	ROLE
Guillaume Cristiani	guillaume.crist@gmail.com	Team Lead
Nick Ehsani	niehsani@ucsd.edu	Team Lead
Matthew Bernard	mibernar@ucsd.edu	Planner
Zachary Weber	zgweber@ucsd.edu	Designer
Brendan Devlin	bdevlin@ucsd.edu	Developer
Kenny Nguyen	kcnguyen@ucsd.edu	Developer
Amaan Singh	amsingh@ucsd.edu	Developer
Ada Burton	aburton@ucsd.edu	Developer
Dou Hoon Kwark	dkwark@ucsd.edu	Developer

## 2) Primary Means of Communication and Expectations

Our primary means of communication is through Slack, supplementarily using Discord for remote meetings. Responses will be expected as some form of response (be it emoji reaction, text response, some form of confirmation), within 24 hours of a notice being sent.

## 3) Scheduling Meetings

Meetings will be initially scheduled after a when2meet is filled out by each group member (response time for when2meet should be 24 hours), after which we should have a set time and date for the meeting to take place. Reminders of the meeting will be sent out as an announcement in Slack. Meeting attendance will be recorded in the meeting notes. Additional meetings with our TA will take place at 4pm on Mondays where team members are free to attend optionally.

## 4) General Responsibilities for All Team Members

- Actively participate
  - Be an active listener
  - Take notes

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- Complete tasks and assignments
- Be respectful of one another

## **5) Specific Team Member Responsibilities/Deadlines**

- Team Leads
  - Attend and host each meeting
  - Maintain a team calendar or schedule
  - Schedule and hold meetings
  - Facilitate discussion
  - Communicate with team members
  - Assign responsibilities
  - Draft and deliver correspondence
  - Supervise team members
  - Support team members
- Product Owner
  - Attends and participates in meetings
  - Creates user stories
  - Goes to meetings after sprints
  - Lead user of the system/project
- Scrum Master
  - Attends and participates in meetings
  - The "doctor" of the team
  - Discusses with Product Owner
  - Helps team enhance and streamline the processes
- The Squad (Dev team)
  - Writes code
  - Evaluates the weights of the user stories
  - Attends and participates in meetings
  - Collaborates with other members of the team

## **6) Conflict Resolution**

- Arguments will be settled by a democratic vote.
- If a team member is not meeting deadlines, the team agrees to not escalate the situation and team leads will give out a light punishment (that will be voted on democratically) to discourage this behavior to address the problem before bringing the issue to a TA or professor.

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## 7) Expectations of Faculty and GTA's

- Grade our stuff
  - Make sure we're on track
  - Communicate with us
  - Meet with members who have been having problems
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Signature :

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