Team Working Agreement

Means of Communication

- Respond to Slack messages within 24 hours
- Keep communications professional
- Be respectful and honest with each other
- Active listening

Meetings

- Meetings will be scheduled to accommodate as many members as possible according to their availabilities
- There will be a once weekly, team iteration meeting
- There will also be a once weekly meeting with the team mentor

General Team Member Responsibilities

- Cooperate with team members and be willing to help each other
- Team members should try to attend and participate in all meetings
- Openly communicate with other teammates
- Give constructive feedback, but do not attack team members or rip apart their code
- Everyone should have exposure to and be involved in every part of the project

Responsibilities for Certain Roles

Note: roles are meant to outline the primary responsibilities of each member, but every member, regardless of role, will still be involved in every part of the project

- Project Managers

    - Responsible for organizing the project's goals and managing GitHub issues
    - Must create issues and assign issues to every team member
    - Maintain the GitHub repository and handle merging of issue branches

- UI/UX Design and Frontend Developers

    - The lead designers behind the UI/UX interface for the project
    - Has an emphasis on working with frontend and user-facing technology

- Backend Developers

    - Create the backend structure and logic for all the functionality required in the web application

- Full Stack Developers

    - Work with both the frontend and backend parts of the software
    - Bridges the gap between the backend and frontend parts of the project

Conflict Resolution

- Support teammates through conflicts
- Have fair judgement when resolving conficts between members
- Be willing to compromise if necessary

Full Name: Edgar Diaz

Signature: