Team Working Agreement

Term Fall 2021
Creation 10/12/2021

1) Group Identification

Group #29
Instruction - Thomas Allen Powell
Team Name - Red Pandas

Team member info:

Name	Email	Phone	Role
Edbert Dai	eddai@ucsd.edu	(510) 228-2687	Team Leader
Tri Dao	tvdao@ucsd.edu	(916) 230-7357	Team Leader
Enzo de Oliveira	edeolive@ucsd.edu	(949) 241-7259	Planner
Jeffrey Morales	j1morale@ucsd.edu	(760) 899-6307	Planner
Avery Pham	adp002@ucsd.edu	(714) 902-7335	Designer
Jiayi Zhao	j4zhao@ucsd.edu	(650) 457-9280	Designer
Fangcheng Dou	fdou@ucsd.edu	(206) 605-9263	Developer
Justin Butera	jbutera@ucsd.edu	(408) 858-1533	Developer
Zhuoran Tang	z1tang@ucsd.edu	(917) 982-4678	Developer
Baha Keskin	bkeskin@ucsd.edu	(858) 695-4643	Tester
Haonan Jiang	haj001@ucsd.edu	(858) 568-0635	Tester

2) Primary Means of Communication

- Announcements and major decisions will have written verification of ideas
- Communication will be primarily through Slack
- All members will be expected to respond within 24 hours
- Major forms of communication will be expected to be upvoted from all members as a form of acknowledgment
- All times that you are working on the project all members are expected to submit written standup in the designated Slack channel

3) Scheduling Meetings

- All-hands meeting will be on Tuesdays at 1:30 PM PST
- Asynchronous end-of-week check-ins on Fridays

4) General Responsibilities for All Team Members

- Respect one another

- All ideas are good ideas
- Be punctual
- Everyone has an equal voice
- Being transparent with one another
- Be willing to help each other
- Keep things professional

5) Conflict Resolution

Conflict with ideas:

1. Try to talk conflict through with the other team member(s) first before bringing it to the team leaders
2. Bring conflict to unaffiliated team members, and try to form a resolution
3. Having a vote on conflict if necessary in the designated Slack channel
4. Once the final decision has been made, submit a written final resolution in the designated Slack channel

Conflict with members:

1. Try to talk conflict through with the other team member(s) first before bringing it up to the team leaders
2. Bring conflict to the team leaders
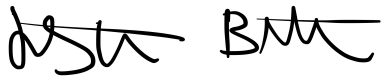3. Bring conflict to TA if necessary

Conflict with deadlines:

1. Be proactive in letting people know if you cannot make a deadline
2. First time: Warning
3. Second time: Conversation with team leader
4. Third time: Conversation with TA

6) Expectations of Faculty and TAs

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.

7) Signature

Sign: