

# Team Working Agreement

Term: **FA21**

Creation **10/10/2021**

## 1) Group Identification

Instructor – **Thomas A. Powell**

Team Name – **H2O**

Team repo: <https://github.com/Hay-Harry/cse110-fa21-group2>

Team member info:

Name	Email	Phone	GitHub Name	GitHub link
Antonia Manshi Yang	<a href="mailto:may003@ucsd.edu">may003@ucsd.edu</a>	8582006997	<a href="#">AntoniaY31</a>	<a href="https://github.com/AntoniaY31">https://github.com/AntoniaY31</a>
Misha Reswick	<a href="mailto:mreswick@ucsd.edu">mreswick@ucsd.edu</a>	6507300173	<a href="#">mreswick</a>	<a href="https://github.com/mreswick">https://github.com/mreswick</a>
Faris Ashai	<a href="mailto:fashai@ucsd.edu">fashai@ucsd.edu</a>	3107019678	<a href="#">farisashai</a>	<a href="https://github.com/farisashai">https://github.com/farisashai</a>
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## 2) Primary Means of Communication and Expectations

**Slack** for asynchronous communication. Each person is expected to respond within 24 hours.

**Zoom** for synchronous meetings.

## 3) Scheduling Meetings:

Internal Meeting Time: **Sundays 3-4pm**

Meeting with Mentor TA: **Tuesday 1 pm**, as per TA

## 4) General Responsibilities for All Team Members:

- Be **responsive** (i.e., respond to slack if needed as given above)
  - Teammates are expected to respond to Slack within 24 hours and are expected to attend Zoom meetings whenever possible.
- **Respect** others (be forgiving and supportive)
  - Everyone is deserving of respect and support. If any conflicts are to arise, then they are expected to be resolved in a peaceful and humane manner.
- Be **responsible** for tasks assigned; give complete effort and be accountable
  - Every individual should try to fulfill their tasks and responsibilities assigned to them. If they are struggling or cannot complete said tasks, then they should communicate with the team.

## 5) Conflict Resolution

Affected parties who cannot or refuse to resolve a conflict among themselves can go to the **Team Lead** or **Manager(s)** to mediate the conflict, who will decide on the preferred method of communication (i.e. Zoom call or Slack channel). Conflicts will **always be kept private** among the affected parties.

## 6) Expectations of Faculty and GTA's

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) Team Signatures

Individual Signature Jon Tran Date 10/16/21