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	may003@ucsd.edu	8582006997	AntoniaY31	https://github.com/AntoniaY31
Misha Reswick	mreswick@ucsd.edu	6507300173	mreswick	https://github.com/mreswick
Faris Ashai	fashai@ucsd.edu	3107019678	farisashai	https://github.com/farisashai
Hanran Yang	hay015@ucsd.edu	6262672035	Hay-Harry	https://github.com/Hay-Harry
Laurence D'Ercole	ldercole@ucsd.edu	6197999059	Laurence777	https://github.com/Laurence777
Ziheng Huang (Fred)	z8huang@ucsd.edu	8582509611	hzhfred	https://github.com/hzhfred
Kaiwen Tsou	kktsou@ucsd.edu	6197215506	RainbowPangolin	https://github.com/RainbowPangolin
Britney Vi	bvi@ucsd.edu	7146067447	BritneyVi	https://github.com/BritneyVi
Jon Tran	jht001@ucsd.edu	6193158908	FJonTran	https://github.com/fjontran

Alex Nguyen	atn012@ucsd.edu	(916) 346-7897	AlexNguyenJJ	https://github.com/AlexNguyenJJ
Robert Jiang	rjiang@ucsd.edu	(669)-264-7777	treeebooor	https://github.com/treeebooor

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 _____ Date 10 | 16 | 2021