# Team Agreement

**Team Rocket Members and Sign-off:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Roles** | **Responsibilities** | **Sign-off** |
| Hiroto Nakamura | Scrum Master | Team coordination  GitHub management | https://lh4.googleusercontent.com/pzZCCPCyI5UBPwRWk1GDADbXWwGRhnFFvTiYmiho84ysohtpVMbgH6_Y61vMC1rBclXb7YnbzplfqucQpXe7PSiyrdkdBtjSI_z6b6ZH1boxKntCUoSbdwnHzPS_GPB4U3QaF3ji |
| Minju Park | Team member | Minutes taking | https://lh3.googleusercontent.com/cYP3uW3HUTuJG22b38HvrQIDCHzejVGHmREJhaenHHaxBuBtZl4uNTn__okAwH7gxiMhdGwas9R8GDGvsTc_PPxj7OL8YfM2T9CS8ohqkfDdy7m0RuOL9wM1DsLOMpMmBI1a8r_N |
| Pauline Tai | Team member | Wiki Management | https://lh3.googleusercontent.com/yIYSSEdTWaSEq0qK2lF53yQC7ukyHxQByjZqv0XICekls0sZZuBKV54rWB1iglF5AE2ADS6JKPlYP3mEcn2-Qt3Z_ZA1X9sx_hJs1I2Dj9hZZM4d5CW0tQ-GcsqhXNM9cV5lUsbM |
| Dominic Yuen | Team member | Overall Quality Control | https://lh5.googleusercontent.com/tRZkZ7hN3c830RbcAhITOeJCm7afrAg9BOCXAlNaMaFp69gPkmUDiXBIcc8wRBZideLkMF1LA4NWcpmYsMiiTdpeBXRDOo3vNR2zABJJStvyjTg5x8aI95-Agn_Evi0VA3vNel3t |

All team members will be responsible for content production tasks, such as research, writing and proof-reading.

**Code of Conduct:**

* Keep other team members informed of information related to the project.
* Work proactively, anticipating potential problems and working to prevent them.
* Focus on what is best for the team.
* Collaborate with the team to make important decisions.

**Communication:**

* Keep communication channels open and transparent.
* Speak to the group – not just one person.
* Facebook messenger as main communication platform. If no response, can contact via phone calls.
* Frequency of meeting: twice a week with “daily stand-up” style, lasts around 15 min.

**Solving Disputes:**

* Compromise whenever possible.
* Democratic processes - Team facilitator stands in if conflict arise.
* Accept criticism.

**Work Allocation:**

* Each member self-selects task from the task list.
* When selecting tasks, the effort required should be roughly distributed amongst other members equally.
* When tasks have been completed, peer review will take place.
* All members of the team will proof read each other’s work and feedback should be provided.

**Quality Assurance (QA)**

* Each team member ensures that tasks comply with the definition of done, and has been checked in terms of the QA practices outlined in the Work Approaches document.