

# Team Working Agreement

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18 January 2021

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Team Name: wepomo

## Team Members:

- Ari Cortes
- Jack Mitchener
- Brian Lam
- Iain Ro
- Jiahong Long
- Megan Choi
- Tommy Tran
- Zongchen Li

## Expectations

- Be transparent
- Be Dependable
- Be Responsible for Your Duties
- Communicate Any Issues
- Be open to Collaboration
- Reply in a Timely Manner
- Group Goal above Personal Interest

## Agreements

- Commit to being available during meetings when we say we are
- If people work on the same thing, meet as often as possible
- When attending: pay attention and collaborate don't ignore
- Be present
- Listen to Understand
- Personal Stand Up Posting - what did you do in the last week

## What to do if Expectations are not Met by a Team Member

- Rotate roles when necessary
- If nonresponsive for 24 hours reassign tasks
- Reach out to the TA if someone is nonresponsive for 3 days.

Teammate Signature:

x Ari Cortes