Team Agreement for CSE 491 Networking Interface

Date: 9/8/2023

Team Members:

1. Zane O'Dell
2. Krish Magal
3. Ethan Rylko
4. Chase Lichtman

Preamble:

This agreement serves to outline the roles, responsibilities, and expectations of each member of our team for the duration of Fall semester 2023 in CSE 491. We, the undersigned, pledge to uphold our commitments and work collaboratively towards the successful completion of the project.

Roles & Responsibilities:

Team Member	Role Title	Responsibilities
Zane O'Dell	Coordination Lead	Will organize a team plan to meet project milestones. Will set up team meetings, track status of goals, and help facilitate effective communication among team members.
Krish Magal	Integration Lead	Will take point on collaborating with other teams on the project's overall API design; will handle inter-team code reviews and assist with merge requests; will address questions or issues from other teams.
Ethan Rylko	Quality Assurance Lead	Will oversee the creation, execution, and maintenance of test suites; will track code quality, including functionality, performance, and security issues, and prioritize fixes.
Chase	Documentation Lead	Will ensure the team produces clear, concise, and comprehensive documentation for end-users and other developers, as well as code that meets all style standards. Will

| Lichtman | represent the team in developing the overall project's README, contributing guidelines, and any user manuals or guides. |

Team Expectations:

1. **Communication**: We agree to maintain open, respectful, and timely communication within our team. We will use Discord DMs for our discussions.
2. **Meetings**: Regular team meetings will be held on Tuesday at 5pm and Friday at 1pm. Attendance is mandatory unless a valid reason is provided in advance.
3. **Conflict Resolution**: Any conflicts that arise will be addressed openly in the team setting. If a resolution still cannot be reached after a substantial good-faith attempt, we agree to consult the course instructors to help resolve the dispute.
4. **Feedback**: Constructive feedback is essential. We agree to provide it respectfully and receive it with an open mind.
5. **Work Distribution**: Work will be fairly divided, and each team member commits to completing their tasks by mutually agreed-upon deadlines. We will be using a small Jira board to keep track of deadlines.
6. **Re-evaluation of Roles**: We acknowledge that the project's needs may change, and we are open to re-evaluating and adjusting roles as required.

Acknowledgment of Agreement:

We, the undersigned, have mutually agreed upon the roles and responsibilities as stated above. We commit to upholding this agreement for the duration of the project and understand that any failure to do so may have consequences on our project's success and our individual assessments.

Name	Signature	Date
Chase Lichtman	Chase Lichtman	9/8/2023
Zane O'Dell	Zane O'Dell	9/8/2023
Ethan Rylko	Ethan Rylko	9/8/2023
Krish Magal	Krish Magal	9/8/2023