

Team Agreement for Group 8

Date: 09/07/2023

Team Members:

Nate Gu

Grant Carr

Lauren Garvey

Evan Orvis

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:

Evan: 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.

Nate: 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.

Grant: 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.

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

Team Expectations:

Communication: We agree to maintain open, respectful, and timely communication within our team. We will use Discord for our discussions.

Meetings: Regular team meetings will be held on Thursday evenings or Friday evenings. Attendance is mandatory unless a valid reason is provided in advance.

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.

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Feedback: Constructive feedback is essential. We agree to provide it respectfully and receive it with an open mind.

Work Distribution: Work will be fairly divided, and each team member commits to completing their tasks by mutually agreed-upon deadlines.

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.

Accountability: Each person will be responsible for what they are assigned and will strive to complete it successfully.

Transparency: If someone is struggling in the group or has conflicts, do let the other group members know sooner than later.

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 for our project's success and our individual assessments.

Name	Signature	Date
Nate Gu	Nathan Gu	09/08/2023
Grant Carr	Grant Carr	09/08/2023
Lauren Garvey	Lauren Garvey	09/08/2023
Evan Orvis	Evan Orvis	09/08/2023