

Team Working Agreement

Rules

1. Treat one another with respect and professionalism.
2. Give a heads up if you will miss or be late to a meeting and make a follow up with a coordinator.
3. Prove that you made an attempt at your obligations.
4. Document all meetings.
5. Check slack daily.
6. Don't disrespect the purple banana.
7. Don't be afraid to ask for help.
8. Keep important communication in Slack.
9. Every weekly meeting, have each member present a small demo of their work.

Procedure for addressing situations when the rules are not being followed

1. If someone isn't getting their job done twice, get the TA involved.
2. If we are having time or capability issues, dissolve the issue among members.

Signature:

A handwritten signature in black ink, appearing to be 'J. K. [unclear]', written over a horizontal line.