

Team Working Agreement/Rules

Term: Fall 2022

Creation: 10/14/22, Revised: 10/15/22

Primary Means of Communication:

All team members will be expected to check the group Discord on a regular basis and respond to other members on a timely manner. We will communicate to the TA through Slack

Schedule Meetings:

Team will agree to meet every week Wednesday, in person, after class to discuss progress, agenda, and any issues for the week.

On Mondays and Fridays, team members will send an update on their progress in the Discord.

General Responsibilities of all team members:

Team members agree to respect one another and act professionally.

Specific Team Member Responsibilities:

Jonathan Hsu - Lead\ Guan Li - Lead\ Steven Khaw - Dev\ Younus Ahmad - Dev\ Yangming Guan - Planner\ Steven Chin - Dev\ Christopher Ha - Dev\ Yuelin Dai - Dev\ Peng Luo - Dev\ Haoyi Wang - Designer

Conflict Resolution:

If a team member is not meeting deadlines, the member(s) agrees to reach out to the team lead(s) to let them know in a timely manner. The team lead(s) will try to find a solution whether that be delegating the task out to other team members or helping the member with the issue.

Expectations of Faculty:

Staff/TA will be available to meet with team members to resolve issues. If a team member fails to meet the criteria above, we will attempt to resolve the issue before contacting staff.

A handwritten signature in black ink, appearing to be a stylized 'J' followed by a large loop and a flourish.