

Team Working Agreement  
Term Spring 2024  
Created 04/17/2024

**1. Group Identification**

Class: CSE 110

Instructor: Professor Powell

TA: Kashish Jain

Team Number: 20

Team Name: 404

Team Member Information:

| <b>Name:</b>             | <b>Email:</b>  | <b>Title:</b>         |
|--------------------------|--|-----------------------|
| 1. Yvanna Cardenas       | <a href="mailto:yvcardenas@ucsd.edu">yvcardenas@ucsd.edu</a> | Team Leader/Front-End |
| 2. Brandon Rogers        | <a href="mailto:bmrogers@ucsd.edu">bmrogers@ucsd.edu</a>     | Team Leader/Front-End |
| 3. Jiawei Huang          | <a href="mailto:jih128@ucsd.edu">jih128@ucsd.edu</a>         | Back-End/Full Stack   |
| 4. Joseph Jun            | <a href="mailto:j2jun@ucsd.edu">j2jun@ucsd.edu</a>           | Back-End/Full Stack   |
| 5. Amdadul Haque         | <a href="mailto:ahaque@ucsd.edu">ahaque@ucsd.edu</a>         | Back-End_Developer    |
| 6. Royce Huang           | <a href="mailto:roh002@ucsd.edu">roh002@ucsd.edu</a>         | Front-End/Designer    |
| 7. Jessica(Beijie) Cheng | <a href="mailto:becheng@ucsd.edu">becheng@ucsd.edu</a>       | Front-End/Designer    |
| 8. Joey Toscano          | <a href="mailto:jotoscano@ucsd.edu">jotoscano@ucsd.edu</a>   | Front-End/Designer    |
| 9. Jiaying Yang          | <a href="mailto:jy018@ucsd.edu">jy018@ucsd.edu</a>           | Front-End/Designer    |
| 10. Zhaoyu Dou           | <a href="mailto:zdou@ucsd.edu">zdou@ucsd.edu</a>             | Front-End/Designer    |

**2. Primary Means of Communication and Expectations**

- All team members will be expected to monitor slack roughly once or twice a day in order to observe any urgent announcements
- If anyone anticipate any problems meeting a deadline or completing a task, proactively communicate it.

**3. Scheduling Meetings**

- All team members are expected to fill out lettuce-meets with their availability. If a team member is unavailable for a meeting, they are expected to inform a team leader in advance.
- All team members should avoid being late for meetings.
- The team will schedule a minimum of one meeting per week.

**4. General Responsibilities for All Team Members**

- All team members are expected to react (with an emoji or written response) to announcements to confirm their participation/understanding.
- No member of the team shall commit directly to main.
- Pull requests should be reviewed and the code within them approved before a new branch is merged with main.

- In the case where a member cannot make a meeting or cannot finish a task on time, let the team know as soon as possible
- All team members should treat each other with respect and maintain a friendly atmosphere.

## 5. Specific Team Member Responsibilities/Deadlines\*

### Team Leaders

- Schedule and coordinate team meetings
- Review code that is pending approval
- Submit assignments

### Designer

- Responsible for Brainstorming, Branding, Sketching, and Prototyping

### Front-End Developers

- Convert and synthesize the design drafts to Front-end
- Working tool kit: vanilla HTML, CSS, JS

### Back-End Developers

- Database management
- Develop back-end logic like processing users' input
- Working tool kit: Python, JS

### Note-Taker

- Role to be rotated weekly
- Take meeting notes according to format, and upload to /admin/meetings

\*Responsibilities and deadlines may be added to this contract as they are made apparent

## 6. Conflict Resolution

Consult within groups of a similar role to try and reach a consensus, if this is not possible contact either or both team leads for a second opinion. If the conflict is still not resolved, consult the mentor TA. If the conflict is still not resolved, get in touch with the professor.

## 7. Expectations of Team Leaders

If a team member fails to live up to this agreement, the situation may be reported to the TA, but the team will still be responsible for submitting a completed assignment. Team leaders will be available to meet with team members to resolve any issues.

*Liaying Yang*

04/17/2024