

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:

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

Jiawei Huang