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	jiy018@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.

Royce Huang