

## Team Working Agreement

Term Spring 2021

Creation: April 15th, 2021

### 1. Group Identification:

Team Number: 3

Instructor: Thomas A. Powell

Mentor: Jordan Gassaway

Team Name: TaskOverflow

Team member information:

Amy Nguyen	atn014@ucsd.edu
Brian Chen	brc002@ucsd.edu
Aman Aggarwal	akaggarw@ucsd.edu
Matei-Alexandru Gardus	mgardus@ucsd.edu
Andrew Slater	aslater@ucsd.edu
Shirley Qi	shqi@ucsd.edu
Yunhao Du	yud010@ucsd.edu
Aksharan Saravanan	aksarava@ucsd.edu
Eric Chen	erc003@ucsd.edu
Brian Seo	bkseo@ucsd.edu

### 2. Primary Means of Communication and Expectations

All team members are expected to communicate through Slack and check it on a daily basis. All team members are expected to attend weekly meetings unless otherwise communicated to the team.

### 3. Scheduling Meetings

Meetings will be held from 6-7PM on Mondays unless otherwise stated. Weekly check-ins with Jordan will be held Wednesday 6:30-7PM. Any additional meetings scheduled will be announced at least 24 hours in advance. The team will set the agenda for the next meeting 24 hours prior to the meeting times.

4. General Responsibilities for All Team Members

All team members will complete their required assignments before the due date. All team members will communicate with the team leads and each other should a situation arise.

5. Specific Team Members and Responsibilities

Specific responsibilities are to be decided.

6. Conflict Resolution

If a team member is not meeting deadlines, the team leads will first reach out to them to assess the situation. The team will attempt to resolve any other conflicts among themselves (during meetings, etc) but if the situation continues, it will be brought to a mentor.

7. Expectations of Faculty and GTAs

If a team member fails to live up to this agreement, the situation may be reported to the staff, but the team will still be responsible for submitting a completed assignment. Staff and team leads will be available to meet with teams to resolve issues.

8. Team Signatures

Please sign here:

A handwritten signature in black ink, appearing to read 'Amy Nguyen', is written over a horizontal line.

Amy Nguyen