# Team Working Agreement

# Spring 2021

# Creation 04/14/2021

**1) Group Identification**

Group 9

Instructor – Thomas Powell

Team Name  – Powellmon

Team member info:

| NAME: | EMAIL: | GITHUB: |
|---|---|---|
| Edmund Leibert III | eleibert@ucsd.edu | CatoThe1stElder |
| Edward Yang | e7yang@ucsd.edu | edwardyang12 |
| Alan Wang | alw001@ucsd.edu | alanlwang1 |
| Daisuke Chon | tchon@ucsd.edu | ecstaticstupidity |
| Kenny Chan | k7chan@ucsd.edu | Kenny101 |
| Etienne Robin | eprobin@ucsd.edu | Etienne0601 |
| Elisa Brooks | e3brooks@ucsd.edu | e3brooks |
| Evan Martinez | epmartinez@ucsd.edu | maskedmonkyman |

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

Primary means of communication will be through Slack, and all Team Members are expected to respond to Slack Direct messages as well as Slack threads necessitating a response.

**3) Scheduling Meetings**

The team will have meetings on Sundays (5:00pm - 5:45pm) and Wednesdays (4:00pm - 4:45pm). Additional meetings may be scheduled if need be. Team members will refer to Slack/Google Calendar for updates on meetings.

### 4) General Responsibilities for All Team Members

- Team members will treat each other respectfully in all forms of communication.
- Team members will complete issues by their assigned deadline. If a team member is unable to do so, they will communicate with a team leader/other team members to address these issues.
- Team members will follow expectations above for communication/responses.
- If a team member is assigned to a meeting, they will make their best effort to attend.
- Team members will follow any other rules the team agrees on after signing this contract.

### 5) Conflict Resolution

1. What should we do if a team member is not meeting deadlines?
   a. Talk with the team member first to figure out why the team member is not meeting deadlines, if the team member is not cooperative we will just report the situation to a staff member.
2. What should we do if there is a disagreement?
   a. Take a vote on what approach to take or suggest something else that the team can agree on. If this cannot be settled through team voting/suggestions, the team leader may settle this.
3. How should we handle conflict in positions, strategies or opinions?
   a. We initially decide what we want and our team can vote on what the best course of action is. If there are conflicts in positions, the team leader can settle this by assigning a position to the team member instead.
4. What should we do if a conflict is taking too long to resolve?
   a. If something is taking too long to resolve we will have a team lead decide the best course of action for the team.

### 6) Expectations of Faculty and GTA's

*Team members who sign this agreement are expected to follow the rules and expectations on this document. If a team member is not cooperative or fails to follow the rules on this document, the team member will be reported to a staff member and the team member will still be responsible for the submission of the assignment.*

### 7) Individual Signature

Include your name below if you agree to this contract:

*Daisuke Chon*                                                    Daisuke Chon