

# Team Working Agreement

**Spring 2021**

**4/13/2021**

**Revisions**

## Means of Communication:

- Slack - with push notifications on

## Expectations:

- Reply within the day of or the day after on Slack
- Please let team leads know if you can't come to a meeting!
- Communicate with everyone if you can't finish a task on time
- Start early, start often
- Don't be afraid to speak up about difficulties

## Scheduling Meetings:

Meet weekly Tuesday 3-4pm and Thursday 6-7pm. If members miss a meeting, they must reach out to team leads to get updated.

## Conflict Resolution:

- When expectations are broken..
  - Reply as soon as possible; please communicate if it's an emergency!
  - You will get a warning for first time from the team leads
  - and we will talk to the TA if it's a persistent problem

A handwritten signature in dark ink, appearing to be a stylized 'Z' or 'J' followed by a horizontal line.