Team Working Agreement

Winter 2021

Creation 01/16/2021; Revised 01/16/2021

Group Identification

Instructor: Thomas Powell TA: Deepak Karki

Team Member info:

Name	Email
Calvin Lee	calee@ucsd.edu
Arthur Wang	tiw032@ucsd.edu
Jimin Cheon	jicheon@ucsd.edu
Ruichen Li	rul014@ucsd.edu
Ruihan Zhuang	ruzhuang@ucsd.edu
Vincent Tu	vtu@ucsd.edu
Shunkai Yu	shyu@ucsd.edu
Richard Hwang	euh006@ucsd.edu

Expectation

Primary Communication

Primary means of communication is Slack. Each member of the team must consistently view Slack, and reply to any relevant questions, announcements, and/or posts punctually within 24 hours. All communication should be fully respectful, making sure that all members are aware of the situation and can understand any and all concepts that the team is working on. Any members that are behind should reach out for assistance, and more knowledgeable member should respectably guide them until they are up to speed.

Meetings

The leader will set up weekly meetings using slack poles for status/progress update or general meeting. If a member is to be late or is not able to be present during the meeting, they must let everyone know through Slack.

Conflict Resolution

If any conflict, unsureness, or issues arrise, members should either comfortably open up to the entire group in a meeting or via Slack. If the member is not comfortable with letting the entire group now, they should contact the manager/leader regarding their concerns.

Invidual and Group Work

If a specific job is assigned to an individual or microteam, they are fully expected to complete the task on time. If they are having trouble doing so, they should contact the entire group or the manager/leader significantly before the deadline.

Rule Breaking

In the event of someone on the team not following the rules, that individual will recieve a strike. Multiple strikes will result in the following consequences: - 3 strikes: Meeting with TA - 4 strikes and above: Meeting with TA and possible removal from the group

Signature: Jimin Cheon