Team Working Agreement

Term (cse110-fa21-group18)

Creation 13/10/2021; Revised *(If revised)*

1) Group Identification: CSE 110 Group 18

Instructor – Thomas Powell

Team Name – Team AteTeen

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Wesley Wang	Wesley.wang.t@gmail.com wtwang@ucsd.edu	8586100457	Gh: wesley-t-wang
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Brandon Park	b4park@ucsd.edu	8184273235	GH: b4park
Hugs Clorina	htclorin@ucsd.edu	(619) 788-2855	GH: htclorin
Steven Shoemaker	stshoema@ucsd.edu	(619) 867 5921	GH: ucsdsteveshoe
Tianyue Zhao	tiz001@ucsd.edu	(510)-672-5883	GH: Tianyue-Zhao

2) Primary Means of Communication and Expectations

Slack is the first and primary means of communication between group members. Everyone should have Slack installed on their phone, and make a best effort to reply to messages as soon as seeing it. Replying "I have seen your message, but I'm out now and will reply in detail later" is always preferable to not replying at all. In general, a team member should at the very least respond to slack messages within 12 hours, and preferably within 3 hours.

Github is another important means of communication. Each team member is expected to be aware of any changes to the Github repository within 12 hours. For example, if an issue was raised in the repository on Monday night, everyone should be entirely aware of the issue in a meeting on Tuesday.

Additionally, each team member is required to come to all-hands Zoom meetings. If someone cannot make a meeting due to unresolvable time conflicts, they should notify all other team members in writing through Slack.

3) Scheduling Meetings

Three type of meetings

a) Discussion sessions:
- Monday 4-5pm, mandatory for group leads
- Other group members attend on rotational basis
b) Standup meetings:
- Remote (Preferred Mon-Wed)
- Meet with TA
- All team members are expected
- Leads need to send out when2meet to figure out a suitable time
c) Group meetings:
- Internal team meetings
- Maximum participation is highly recommended!
- To discuss project work
- To work on group assignments
- Talk about the meeting time on Slack

4) General Responsibilities for All Team Members

Team members should treat each other with respect and professionalism at all times. As a general rule, each team member has the responsibility to treat others as nicely as possible. Team members are expected to either attend group meetings, or excuse themselves with a group leader beforehand.

5) Specific Team Member Responsibilities/Deadlines *(Optional)*

This section may be used to record specific tasks or responsibilities particular team members have assumed.

6) Conflict Resolution

Each team member should actively identify conflicts and call out conflicts without escalating it. For example, a team member is expected to acknowledge a difference in opinion: "A wants to design the navbar as such, but B wants to do a more transparent design instead."

After identifying the conflict, team members are expected to acknowledge each other's viewpoints and participate in a respectful and on-topic discussion to efficiently reach a consensus.

7) Expectations of Faculty and GTA's

Suggested Statement:

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 will be available to meet with teams to resolve issues.

8) Team Signatures

Include signatures for each student.

Melissa Ignacio