Team Working Agreement

Term Fall 2021

Creation: 10/13/2021

1) Group Indentification

Instructor: Allan Powell Team Name: | Name: | Email: | Phone: | Other: | | ----- | ----- | ----- | ----- | | Anthony | avillalb@ucsd.edu | 619-490-5077 | | Ayushi | aysharma@ucsd.edu | 949-656-1723 | | Jared | | Lailah | l4gonzal@ucsd.edu | 619-289-3777 | | Nathan | n3lee@ucsd.edu | 408-709-6435 | | Parsia | phedayat@ucsd.edu | 630-460-1617 | | Presley | prcheng@gmail.com | 510-610-5248 | | Sik Yin| sysun@ucsd.edu | 626-438-3302 | | Xiande | x2zeng@ucsd.edu | 619-657-5819 | | Yanjun | yahuang@ucsd.edu | 858-405-2660 | | Zhenyi | z2chen@ucsd.edu | 650-209-2750 | Team member info:

2) Primary Means of Communication and Expectations

- Meeting and Notifications will be announced on Slack in the general channel.
- Discord will be used for project discussion and team based meetings.
- Expectations: respectful, professional, on time, and communicating with team if you cannot make it and why.

3) Scheduling Meetings

- Meetings will be decided by majority vote of what time is best to meet.
- At least 1 virtual meeting which is sprints (Mondays 12:00 - 12:45) and 1 in person meeting for a coding session/discussion.
- Other meetings can happen between individuals and they can plan when/where to meet

4) General Responsibilities for All Team Members

- Notification of being late or missing meetings: 2 hours minimum for late and 24 hours for missing.
- Updating documents and team members
- Act respectful and patient with each other
- Communicate problems and troubles with project
- Don't put down others for mistakes or errors.

5) Specific Team Member Responsibilities/Deadlines

- TBA

6) Conflict Resolution

- Arguments involving:
  - Coding decisions and smaller problems: group majority vote 2/3s
  - Problems between people/teams: talk to TA
  - Problem with team leader(s): talk to TA
  - wanting to switch groups: talk to group with 2/3s vote

7) Expectations of Faculty and GTA's

- If a team member fails to live up to this agreement, the situation may be reported to the TA/Professor, but the team will still be responsible for submitting a completed assignment. TA/Professor will be available to meet with teams to resolve issues.

8) Team Signatures