

Team Working Agreement

Term Fall 2021

Creation: 10/13/2021

1) Group Identification

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

Zhenyi Chen 2021/10/15.