

Team Working Agreement

Term (Fall 2021 Quarter)

Creation: 10/13/2021

1) Group Identification

Group # - Group 34

Instructor - Professor Powell

Team Name - Team Rocket (Group 34)

Roster:

| NAME: | EMAIL: | PHONE: | OTHER: |
|-------------------|-------------------|-----------------|--------------------------|
| Seeraj Somla | ssomla@ucsd.edu | (858) 353-0438 | Discord: sarj#7538 |
| Sid Madduri | smadduri@ucsd.edu | (323) 621-7849 | Discord: I_SiD_!#1850 |
| Lucius Weathersby | lweather@ucsd.edu | (619) 430 8286 | |
| Mihir Gupta | m9gupta@ucsd.edu | (858) 275-4018 | |
| Oliver Korchnoy | okorchno@ucsd.edu | (858) 207- 8439 | |
| Patrick Brown | pjbrown@ucsd.edu | (650) 766 7450 | |
| Xiaoxiao Zou | xizou@ucsd.edu | (213) 910 8709 | |
| Yinghui Sun | Yinghui Sun | (626)365-3530 | |
| Brandon Chen | bwchen@ucsd.edu | (510) 717-5659 | |

2) Means of Communication and Expectations

Members are expected to read all messages through Team 34's Slack channel. If a specific message requires a response (e.g. user @ or Direct Message) members are expected to respond within 12 hours of the original message's send time.

Members are expected to read all relevant GitHub comments and documentation, and provide their own commentary when necessary (adding or changing code, future tasks to-do, etc.).

Members are expected to read all emails related to the group. When needed, responses should be sent within 12 hours of the original email's send time.

3) Meeting Scheduling and Attendance

Meetings will be scheduled via a When2Meet sent by one of the team leaders. Members are required to list their availability within 12 hours of when the When2Meet scheduling is announced.

When a time is finalized for a meeting, team members are expected to attend. If a member must miss a meeting due to some other pertinent commitment (e.g. class, family emergency), the team member must notify all other team members via Slack.

During meetings, members are required to verbally and emotionally engage with the group. Members must offer their own ideas on the current meeting topic as well as provide comments on other team members' ideas. If the meeting is online, it is preferred that members turn on their cameras.

4) Standup Meeting/Notes

*The first Standup Meetings will be held asynchronously. Each team member will go to **#standup-notes** in the team's Slack channel and answer the following questions regarding their work:*

- *What did I do yesterday?*
- *What am I going to do today?*
- *What is blocking my progress?*

If a team member finds that the asynchronous version of Standup Meetings are ineffective, the team will move to synchronous Standup Meetings. To acknowledge the fact that not all team members will be available at a consistent time, there may be two separate meetings daily in which each team member can choose a meeting that better fits their schedule.

5) Member Responsibilities

Every member must provide substantial contribution to the group project, which includes, but is not limited to:

1. *Project Planning, such as timelines, role selection, and brainstorming*
2. *Management and leadership, such as meeting planning, note taking, and external document authorship*
3. *Technical Development, such as designing features, planning features, writing code, creating backend schema, CI/CD and testing*
4. *Team involvement, such as providing feedback*

Additionally, members are expected to follow all rules listed in this contract.

6) Conflict Resolution

Team members are expected to maintain a professional and safe working environment. If two or more group members reach an impasse, the members themselves must attempt to reach a resolution first. Each member should communicate what they have a problem with and try to reach a consensus on what resolution they should come to. If these team members are still having issues, they should ask fellow team members about their thoughts and concerns on the conflict.

If absolutely necessary, the team should speak to the group TA to help resolve the conflict.

7) Violation of Contract Rules

Team members should first communicate with each other if they feel like another member is in violation of these rules, in accordance with clause (6) of the team contract.

If the team as a whole considers a certain offense severe enough, the individual responsible, along with their offense, shall be reported to the class's staff. As a team, we hope to never enact this rule.

By signing below, I will adhere to all rules listed in this team contract.


Team Member Signature

10/16/2021
Date