

Team Working Agreement

1) Group Identification

- Team Name: Team-28
- Instructor: Thomas Powell
- Team Names: Ojeen G, Alyssa K, Chih, W, Jihun P, justin W, Kevin Z, Naaley, J, Vaughan C, Yash P

2) Group Contract

- Communication
 - Slack
 - Communicate more rather than less
 - Be active on slack
 - React to announcements/important messages
 - Bi-weekly Standups - Live or Asynchronous
- General responsibilities
 - Technical:
 - Document your code with in-file comments and external documentation where required
 - Make sure your local repository has the correct branch checked out and is up to date with the remote branch
 - Communicate and stay accountable
 - Trust each other
 - Don't try to take over other member's work
 - Be open and feel free to make suggestions
 - Respect each other
- Conflict Resolution
 - Be open, clear and talk to each other first
 - Deadline related conflicts: ask for extensions if possible
 - Bringing in a third party if it can't be resolved internally
 - Bring in team leads first
 - Ask TA for support if leader is involved or leaders not able to help
- Expectations of Faculty and GTA's

*If a team member fails to live up to this agreement, the situation may be reported to the staff



3) Team Signatures

Jihun Park