

Hardcore 34 - Team Working Agreement

Table of Contents

1. [Primary Means of Communication](#)
 2. [Schedule Meeting](#)
 3. [General Responsibilities](#)
 4. [Specific Responsibilities/Deadlines](#)
 5. [Conflict Resolution](#)
 6. [Expectation of TA](#)
 7. [Signature](#)
-

Primary Means of Communication

- [Slack Workspace](#)
- Response within 12 hours from when pinged.

Schedule Meeting

- **Thursday's at 2:00pm** at the **CSE Basement**.
- **Sunday's at 8:30pm** on **Zoom** with TA.

General Responsibilities

- **Communication** ahead of time.
- If you aren't going to meet deadline, find a **replacement**.
- Be **respectful**, there is no such thing as 'stupid suggestions.'

Specific Responsibilities/Deadlines

- Team Leads
 - Reminders for deadlines, meetings, and important events.
 - 1-on-1 communication

Conflict Resolution

- Overshadowing of an idea
 - Process of idea sharing should be everyone
- Team member is not meeting deadlines
 - Team leader 1-on-1 with person
- Reinforce be open minded & patient
 - Celebrate other people's ideas instead of only pointing out flaws
 - Create timelines if working on assignment together
 - Possibly a mix of experienced and inexperienced members in each task
- Distribution of Task
 - If this becomes an issue, let us know in the groupchat or privately message team leads

Expectation of TA

- Pace project
 - Specific deadline
- Give realistic suggestions

Signature

By my signature, I acknowledge that I have read, understand, and agree to all the rules in this agreement.

Name: _____Hsi Chen_____ Date: _____10/16/2022_____