

# Hardcore 34 - Team Working Agreement

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## Table of Contents

- [Hardcore 34 - Team Working Agreement](#)
    - [Table of Contents](#)
      - [Primary Means of Communication](#)
      - [Schedule Meeting](#)
      - [General Responsibilities](#)
      - [Specific Responsibilities/Deadlines](#)
      - [Conflict Resolution](#)
      - [Expectation of TA](#)
      - [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: ***Raphael Oh***\_\_ Date: **10/16/2022**\_