

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**, no 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
 - Maybe mix of experienced in responsibility
- 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
- Realistic

Signature

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

Name: NG Zhe Wee Date: 10/15/2022