

Hardcore 34 - Team Working Agreement

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Primary Means of Communication

- Slack Workspace (<https://app.slack.com/client/T046D05G5J9/C046UHHJ6BED>).
- 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: Xu Tang Date: 10/16/2022