

# 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:  Date: 16 October 2022