

## Team Working Agreement (In Progress)

**Term:** Autumn 2022

**Creation:** 10/11/2022

**Team Name:** Mariposa (Group 4)

### Team member info:

Name	Phone	Email
Chi Zhang	8589106895	chz043@ucsd.edu
Andrew Man	9096819970	anman@ucsd.edu
Brian Dinh	4088593695	bdinh@ucsd.edu
Liam Golly	4428880368	lgolly@ucsd.edu
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Jeremy Lei	6696490316	jlei@ucsd.edu
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Yinlong Mi		
Jiseung Yoo	6616065252	jjiyoo@ucsd.edu

### 1) Primary Means of Communication and Expectations

All smaller logistic details will use the team Slack as the primary mode of communication, followed by email and rarely by phone. All members will be expected to read slack messages from anyone in the group on a daily basis and respond within a 24 hours time frame). Additionally, for announcement channel messages specifically, all members should acknowledge the announcement at earliest convenience (either with a reply message or reaction).

## 2) Scheduling Meetings (Schedule at least one meeting as part of constructing your team agreement.)

For the duration of the project recurring group meetings have been established on Saturday 10:00am-12:00pm. It is expected that all members attend this meeting. To ensure maximum availability, the meeting is to be conducted with a physical meeting location (exact room in Geisel Library changes depending on open slots) accompanied by a Zoom meeting room. The link will be posted in advance in Slack. The agenda of such meetings is more explicitly stated in the Meetings Minutes document, but generally this meeting prioritizes work which requires coordination/participation of all members (eg: group assignments, etc.).

Furthermore smaller subgroup meetings will be held at date and times determined by those subgroup's members. Once the Date and time is determined depending on the constituents' schedules, it is to remain consistent for the duration of the project. It is expected these subgroups communicate at least as frequently as the general meeting (ie: at least once a week) as they will be working more closely to implement their part of the project.

## 3) General Responsibilities for All Team Members

This element of the team working agreement is the list of rules/agreements or the contract that all members agree to live by.

- Attend meetings at agreed times
- Complete standups within a 24 hour timeframe.
- Make a good faith attempt to complete your tasks, but if you need assistance communicate with group members for help. Initially this entails consulting with subgroup members then escalating the issue to the wider team if needed.
- Members are expected to foster a healthy environment through respect and consideration of other members of the group.

## 4) Specific SubTeam Responsibilities

Role	Lead	Sub	Description
UI	Andrew	Noah, Alvin	Write the structure of the app and Stylize the HTML
Backend	Liam	Yinlong, Xuying	Manages programming of the application
Github Repo	Chi	Jeremy, Alvin	Manage PR's to the main branch and Github Actions
DevOps	Yoo	Yinlong, Noah	Manage documentation and meeting notes
Testing	Brian	Jeremy, Xuying	Develop code for testing the project

## **5) Conflict Resolution**

For general project issues, team members should confer with another subgroup member to establish whether or not the issue needs wider group input. From there, the issue can be brought to other team members and resolved within the subgroup. Subgroup members lagging on their tasks or conflicting implementation approaches fall under this category.

As for interpersonal conflicts unrelated to the project, members embroiled in the conflict should discuss the issue with the one of the team leads (Jeremy, Chi) who as a third party, will summarize the details of the event in an objective manner and present the issue to the TA (Sourabh) to be remedied.

For conflicts between subteams, it should first be discussed by each team, mediated by a team lead. If that should fall through, then a compromise should be reached, also mediated by the team lead. The final step will be a vote by all members of the group, which both teams should abide by the results of. The voting options will be determined by the team leads.

## **6) Expectations of Faculty and GTA's**

If a team member fails to live up to this agreement, the situation may be reported to the staff, but the team will still be responsible for submitting completed assignments. Staff should be available to meet with teams to resolve issues.

TA is expected to be able to resolve conflicts brought by the team. TA should also be able to provide constructive critique to the team's work and provide feedback when possible.

Signature Andrew Mgr