

# Team Rules

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**State your team's agreed upon various means of communication and expectations for response** *(Example: All members will be expected to read emails from anyone in the group on a daily basis and respond in not more than 12 hours.)*

- Be reachable on Slack: All members will be expected to be active daily on the group Slack and respond in no more than 12 hours.
- Enable notifications for our Slack channel to ensure nobody misses meetings
- Other means of communication include texts, Discord, or emails.

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

- Agreed upon means of scheduling meetings. (Example: Team will agree, at the end of each class, to set any meetings times and agenda needed before the next class and beyond if possible. Team members will take turns to send out a reminder of the meeting with an agenda within eight hours after the class.)
- Daily Standups (scrums) - meeting for updates on current tasks
- Weekly Team Meetings: Tuesday - 8:30pm - 9:30pm
- Additional meeting times will be discussed on the Slack and team members should be appropriately updated.

**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. - Working with team members to achieve weekly targets - Answering or discussing concerns from team members - Encouraging progress and taking on particular tasks - Be flexible with changes and ideas from each team member - Communicate consistently with the team - Attending weekly meetings on time - Meeting appropriate deadlines

**Specific Team Member Responsibilities** - Planner - Akanksha Pandey - Team Lead - Aaryan Tiwary - Team Lead- Guidong Luo - Designer-Lauren Lee - Developer (Front End, Back End) - Duy Vu, Zelong Zhou, Alex Zhang, Kevin Lam, Jinya Jiang, Priya Senthilkumar

**Conflict Resolution** - If a team member is not meeting deadlines and has violated the terms of the working agreement, the team leads will have a meeting with the team member to address the issues and work on a plan to assist the member in meeting requirements. - If the team member persists in their violation of the agreement, the issue will be brought to the attention of the TA or class staff. - Avoid "confrontations" in the general section of Slack - Privately resolve matters amongst team members.

**Expectations of Faculty and TA's** If a team member fails to live up to this agreement, the situation may be reported to the TA but our team will still be responsible for submitting a completed assignment. Priyanka (TA) will be available to meet with teams to resolve issues.

*guidong Luo*