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Working Agreement

Fall 2021
Creation 10/9/2021

1) **Group Identification**
   Group #9
   Instructor – Powell, Thomas Allan
   Team Name – import pandas

   Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Chengjing Yuan	cyuan@ucsd.edu	858-232-2267	
Danny Nguyen	dan019@ucsd.edu	818-934-7514	
Dorothy Chou	dchou@ucsd.edu	408-881-2654	
Guy Nir	gnir@ucsd.edu	858-736-1429	
Joshua Singer	jjsinger@ucsd.edu	626-235-6004	
Reshab Mehta	remehta@ucsd.edu	510-509-8069	
Stefanie Dao	ctdao@ucsd.edu	858-262-3359	
Zane Wang	zzw002@ucsd.edu	925-401-7560	

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2) Primary Means of Communication and Expectations

We will use Slack for communication and everyone needs to respond to messages on Slack within 24hours.

3) Scheduling Meetings

Our group meetings times will be decided by when2meet and we will post group meetings in Google Calendar. We will also alert members for meetings times through the Slack #scheduling channel. For emergency meetings that exist separately from 1. the scheduled weekly meetings and 2. extra meetings between individual team members, the team will do its utmost to provide advance notice of approximately **48 hours** or more.

4) 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.

- Completed the tasks you were assigned on time
- Attend weekly meetings and communicate beforehand (at least 24 hours prior) if you cannot attend (on the attendance slack channel)
    - If more than half the team (4 people) cannot attend, then we will move the meeting using a when2meet to decide on the time

5) Specific Team Member Responsibilities/Deadlines *(TBD)*

The roles and responsibilities of each team member are to be decided.

6) Conflict Resolution
- If you are having difficulty completing your tasks by the deadline, communicate that with teammates as soon as possible and ask for help
- If you have a disagreement/conflicts with another team member, discuss with that team member as soon as possible to resolve your conflict
    - If you feel uncomfortable, bring the issue to the team leader/TA

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7) 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 a completed assignment. Staff will be available to meet with teams to resolve issues.

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8) Signature

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2021.10.13