

# Team Working Agreement

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## Spring 2021

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### 1. Group Identificaion

- Group Name: //Two-Do
- Group Number: 2
- Instructor: Thomas Powell
- Team Members
  - Trai Pham
  - Armin Suraj
  - Erik Cisneros
  - Hyo Kim
  - Jerry Liang
  - Mark Bussard
  - Oscar Acevedo
  - Salwan Shathar
  - Susanna He

### 2. Primary Means of Communication and Expectations

- Primary means of communication will be on **Slack**
- Be active on the Slack to read any updates for the team
- Don't be afraid to ask any questions
- Be respectful towards everyone to create a safe space for everyone

### 3. Scheduling Meetings

- Current Times where we are all free are:
  - Mondays 12:00 - 1:00pm
  - Saturdays 12:00 - 1:30pm
- At least one of us has to be present in the discussion meetings with the TA
- Any further meetings will be made and schedules when needed, whether with the whole group or with smaller groups

### 4. General Responsibilities for All Team Members

- Be accountable to the work you have to do
- If there are any issues, be sure to communicate that with the team. We are all here to help each other out and make a great project
  - Further Emphasis: This is a class where we are all here to learn, none of us are experts. There will be confusion and thats all good.

### 5. Conflict Resolution

- **Communication** is key, be sure to make your issues or worries known
- If there is an issue between two or more team members, try to resolve among each other
- If the issue further escalates, have one of the team leaders be as an impartial mediator
  - Note: if the issue is with team leader, go to next step
- Upon further escalation, meet with TA and work out solutions from there
- We have just 10 weeks in a quarter, so it can and most likely will get stressful. Be sure to be positive with each other to keep small disagreements from being conflicts.

### 6. Signature

- Oscar Acevedo, 2021