

Team Working Agreement

Spring 2021

1. Group Identification

- 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 scheduled 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 that's 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**

Armin Suraj