

# Team Working Agreement

Spring 2021  
Created 4/10/2021

## 1) Team Member Info:

NAME:	EMAIL:	PHONE:	OTHER (DISCORD):
Aneesha Ramaswamy	anramasw@ucsd.edu	(760) 387-3656	aneesha#8232
Younghyun Kim	yok011@ucsd.edu	(949) 433-6151	WaiKai#8546
Nicholas Masumoto	nmasumot@ucsd.edu	(818) 416-0830	Littlemasu#0778
Vardhan Agarwal	v7agarwa@ucsd.edu	(862) 223-9756	Vardhan#1730
Prashanth Rajan	prajan@ucsd.edu	(650) 445-1331	prbuinster#1983
Ly Nguyen	kln014@ucsd.edu	(714) 467-6468	ly#6502
Emma Yuan	y6yuan@ucsd.edu	(619) 988-3360	€¥#9878
Shane Valderrama	svalderr@ucsd.edu	(510) 461-6494	PunJavi#5470

## 2) Primary Means of Communication and Expectations

All members will be expected to check the team Slack at least once every 24 hours for updates and respond as soon as possible. The members should also give a weekly update over Slack to communicate the progress on their tasks.

## 3) Scheduling Meetings

All members are expected to fill out a when2meet promptly when needed to schedule meetings. Members are also expected to attend meetings on time or let the team know if they cannot make it.

## 4) General Responsibilities for all Team Members

Members should complete tasks on time or ask for help/extension in the team Slack if any issues come up. Members should also communicate with each other on current tasks and updates as they come up.

## 5) Specific Team Member Responsibilities/Deadlines

**Developers** - When a team member works on a feature, it should be created on a new branch and approved by two team members before merging into master.

**Leaders** - Should make sure there is clear communication between the team as well as between the team and faculty. Leaders should also make sure that there are clear task assignments and keep up to date with progress.

**Designers** - Should communicate with developers in the process of designing.

**6) Rules**

Members are expected to follow the above rules and if they are consistently not being followed, they and one of the leaders will have a conversation to figure out specific steps to resolve any issues. If the issue continues, further steps can be discussed as a group.

**7) Member Roles**

Aneesha - Leader

Shane - Leader

Younghyun - Designer

Vardhan Agarwal - Dev

Prashanth Rajan - Dev

Nicholas Masumoto - Dev

Emma Yuan - Dev

Ly Nguyen - Dev

**8) Team Signatures**

A handwritten signature in black ink, appearing to be 'Shane', written in a cursive style.