Team Working Agreement

Term Spring 2021 Creation 04/14/2021; Revised N/A

1. **Group Identification: Marinated Cuytio**
   - Instructor – Professor Powell and Mentor Deepak
   - Team Name (Optional) – Marinated Cuyito
   - Team member info:

Name:	Email:	Phone:
Angel Hernandez-Llamas	anh008@ucsd.edu	+52 664 533 5372
Brian Wong	bkwong@ucsd.edu	626-322-7027
Grady Gabriel	ggabriel@ucsd.edu	650-436-2133
Issac Garcia	isg001@ucsd.edu	+52 664 794-3247
Jesse Wolf	jtwolf@ucsd.edu	760-415-7518
Kevin Wong	kew005@ucsd.edu	626-321-8762
Simon Liu	sjl003@ucsd.edu	858-335-5796
Steven Nguyen	stn005@ucsd.edu	909-659-3717

2. **Primary Means of Communication and Expectations**
   - All members will be expected to check Slack at least once a day and react to the message upon reading. Always communicate and notify the team as soon as possible.
3. **Scheduling Meetings**
   - Team agreed to set a meeting time everytime an assignment is announced.
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.
5. **Specific Team Member Responsibilities**
   - Messenger – Rotated based on week
     - Attend lectures
     - Report any spontaneous due dates announced
     - Check Deepak Teams channel periodically
     - Report any project related announcements from class
   - Documentation
     - Document Decision making (Why we decided to use this feature)
     - Documenting code
     - Submit group work on Canvas (and anywhere else if applicable)
   - Manager – Responsible for team
     - Make sure the job is getting done and correctly
     - In close contact with documentation person
   - Main Repo Guy/ QA
     - Making sure test cases are being written
     - Prevent repo from being cluttered
     - In charge of looking over pull requests after the fact
   - Planner
     - Notify ahead of time of tasks that need to get done
     - Plan out meetings and structure of them
     - Create agenda before each meeting
     - Take notes during meetings
   - Developer
     - General coding
   - Branding
     - Logo, video, designing aesthetics
6. **Conflict Resolution**
   - If a team member is not meeting deadlines or doing their role, the team agrees to first have a private one on one talk with the individual. If the problem persists, a meeting will be held to decide how to handle the matter.
7. **Expectations of Faculty and GTA's**
   - If the issue is not resolved after the meeting, the team will take the matter to the mentor/Professor.
8. **Team Signatures**