

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**

Steven Nguyen