

# 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**