

Team Working Agreement

Spring 2021

Creation 04/11/2021

1) Group 27

Instructor – Professor Powell Team Name – 27 Days Journaling

- Gourab Dastider ()
- Samyak Karnavat ()
- Alan Tram ()
- Raymond Wang ()
- Issac Navarro ()
- Richie Porras ()
- Xun Zhu ()
- Sarah Meng ()

2) Primary Means of Communication and Expectations

- All communication for the project work will be done through Slack or Zoom.
- Punctuality is very important.
- Communicate ahead of time if any unforeseen circumstances arise; the group will be understanding.

3) Scheduling Meetings (Schedule at least one meeting as part of constructing your team agreement.)

- There will a weekly group meeting on Tuesdays at 7:00 PM for task updates and logistical planning.

4) General Responsibilities for All Team Members

- Be courteous and complete the work that you take responsibility for.
- Update the team if any problems or confusion occur.
- Schedule meetings as needed with other teammates.

5) Specific Team Member Responsibilities/Deadlines

- Team responsibilities will be allotted by role and adjusted during our weekly meetings.
- Deadlines will be assigned as responsibilities are taken.

6) Conflict Resolution

- Important decisions will be made via team consensus of 75% (aka 6/8 members)

7) Expectations of Faculty and TA's

- Expected to meet TA on Tuesdays at 6:30 PM.

8) Team Signatures

Shiva Nair 4/15/2021