

# Team Johnny 1 - Team Working Agreement

Term(Spring 2023)

## Group Identification

**CSE 110 - TEAM 1 - Team Johnny 1**

**Instructor** - Thomas Powell

**TA** - Malcolm

Name	Email	Position
Adarsh Patel	adp005@ucsd.edu	Team Leader
Albert Ding	axding@ucsd.edu	Developer
Zed Siyed	zsiyed@ucsd.edu	Developer
Christian Sulaiman	csulaiman@ucsd.edu	Team Leader
Sam Wong	c6wong@ucsd.edu	Developer / Designer
Larry Mei	lmei@ucsd.edu	Developer
Parth Patel	pkpatel@ucsd.edu	Developer
Korey Ray	kkray@ucsd.edu	Planner
Salam Aboul Hosn	saboulhosn@ucsd.edu	Developer

## Primary Means of Communication and Expectations

- Slack will be used for the main form of communication
- New channels will be created if needed
- People should respond to messages within 24 hours from M to F.
  - If you know you can't respond within that time frame, just acknowledge you read the message and will respond to it later

## Scheduling Meetings

- Fridays from 4-5 pm are the only mandatory meetings.
  - We prefer in-person meetings, but will have a Discord open to those who can't make it in-person.
- People are welcome to come earlier/leave at a later time if they choose to do so, as long as they attend the 4-5pm one.
- There may be additional “work session” meetings throughout the week that can be hybrid, only if needed.

## General Responsibilities for All Team Members

### Dividing up work

- Prioritize your own work first, then help others if possible.
- Just do your part and help each other if you can. Don't be afraid to help in other roles (ex. If you are a developer, you don't only have to be a developer, you can also plan, design, etc.)
- Send a message on Slack if you encounter any issues during development and other team members would try and help out.
- If you need additional help/can't finish an assigned task on time please reach out to other team members on Slack so that other team members can take over.

### Github Issues and Templates

- Source: <https://rewind.com/blog/best-practices-for-using-github-issues/>
- Github Issues should be used whenever we are developing a feature for our project or reporting bugs in the program
- Use templates that separates requesting features and reporting bugs.
- Whenever you open an issue, mention the specific people involved so that they will not miss the issue
- Use labels to organize issues better

### Github Actions

- Learn how to handle commits, branches, merge requests, reviews.
  - We will find what works best for us as the quarter progresses.

## Specific Team Member Responsibilities/Deadlines (Optional)

- Sam Wong (Developer) leads taking meeting minutes notes.

- Albert Ding (Developer) leads content-creation for the team brand.

## Conflict Resolution

- Treat each other with respect, disagreements are not the same as conflicts.
- If any issues arise, reach out to a team leader.
- If the issue escalates, we can go to a TA/Professor.
- If a member is not meeting deadlines or not carrying their weight, team leaders will reach out and try to cooperate as much as they can so the issue can be resolved.

## Expectations by Role

- **Team Leaders:**
  - frequent communications with the TA and group members.
  - Ensure requirements are met no later than 24 hours prior.
  - If someone doesn't respond in 24 hours, DM them directly for follow up.
  - Punctuality and preparedness for meetings.
  - Hold ourselves and the team accountable.
  - Designate work among team members.
- **Planner**
  - Similar to a scrum master
  - Take the lead on design docs
  - Manage issues
  - Close issues when completed
- **Designer**
  - Helps work on more of the CSS aspect and the client-side's view.
  - Understand specifications of the project and the different aspects of the project and how they work together.
  - Coordinate with planners and developers.
- **Developer**
  - Produce a bulk of the HTML/JS/CSS.
  - Take the lead on testing code and writing clear and concise documentation
  - Complete GitHub issues assigned to them
  - Complete reviews with a group of developers



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