

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.

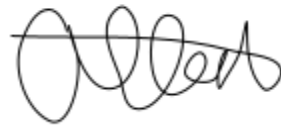
- Albert Ding (Developer) leads content-creation for the team brand.

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

A handwritten signature in black ink, consisting of several loops and a final flourish.

(sign here)