Team Working Agreement

Spring 2023

Creation 17 April 2023

1. Group Identification

Professor Powell, CSE 110 SP2023 Team Name: Byte Brokers

Team Member Info:

Team Member Name	Team Member Email	Team Member Role
Eric Chen	erc001@ucsd.edu	Developer
Jiapei Chen	jic038@ucsd.edu	Developer
Jiaxin He	jih063@ucsd.edu	Developer
Jinshi He	jih064@ucsd.edu	Developer
Chris Kim	sek035@ucsd.edu	Planner
Arjun Kumar	ank010@ucsd.edu	Leader
Ryan Lee	rsl001@ucsd.edu	Leader
Nikan Ostovan	nostovan@ucsd.edu	Designer
Xin Shu	x1shu@ucsd.edu	Developer
Jennifer Tanurdjaja	jtanurdjaja@ucsd.edu	Developer

2. Primary Means of Communication and Expectations

All members will be expected to complete all deadlines given by leaders and the teacher on time, using any schedule that fits them best. All members are expected to communicate scheduling conflicts with leaders and resolve them. Members are expected to be courteous to others at all times.

3. Scheduling Meetings:

The Team has agreed to meet every Sunday between 2:00 - 3:00 pm PST to discuss the following week's work and current project progress. The meeting will take place on either Zoom or Slack Huddle. All members are expected to attend, however meeting is not mandatory. All other meetings will be scheduled at least 24 hours in advance and members are required to give notice if they are unable to attend.

4. General Responsibilities for ALL Team Members:

During our work, our team desires to facilitate: Psychological safety Fast confirmation on how many people will be able to complete a particular task. Efficient work completion - spread out as evenly as possible.

Accountability for work done Amicable relations among team members

Communication: Members should communicate with leaders, teammates and the team as a whole whenever necessary and possible. Better communication makes a better team. All members should feel comfortable talking to each other, talk with team leads if they don't.

Members should be active in discussions and enjoy sharing and taking ideas and criticism even without anonymity.

All members should actively contribute to the creation of the project. Members should respond to scheduling inquiries as soon as possible, and meet deadlines set by team leaders with the intent of meeting deadlines set by the class.

##5 Conflict Resolution: Resolving members missing deadlines: If a subteam does not meet a deadline set by leaders AND they don't communicate the fact that they will not be able to finish it before the deadline, then they receive a deadline-strike. 2 missed WORK deadlines without any notice results in a discussion with team leads about any scheduling issues can be resolved. 4 work missed deadlines results in the team leads reporting the member to the TA.

Resolving Issues surrounding problematic team members: If leaders get consistent reports about a problematic team member and it appears that that team member is clearly disrespectful, or if there is a conflict between members, then those members will be called to a meeting to air their grievances, with the aim of finding a solution to them. If the issue continues or cannot be resolved, then said members will be reported to the TA.

Resolving Issues surrounding disagreement about Project path: If there are disagreements amongst the team about the direction of the project, whether in Slack or in person, Team Leads will schedule a meeting to bring the WHOLE team together to discuss the disagreement until a compromise/solution is reached.

Team Member Signature: _____ Date:_____ Team Working Agreement