

# Team Working Agreement

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Term: Spring 2023

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## 1) Group Identification

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Instructor - Professor Thomas Powell

Team Name - skateboard->right foot

Team member info:

Name	Email
Thanh Nguyen	thn038@ucsd.edu
Seonghun Oh	seo006@ucsd.edu
Cathy Shu	c1shu@ucsd.edu
Hunter Trieu	htrieu@ucsd.edu
Harish Vasanth	havasanth@ucsd.edu
Vincent Vo	vdvo@ucsd.edu
Junyi Wu	juw040@ucsd.edu
Jennifer Yu	jhy003@ucsd.edu
Sophia Yu	soy001@ucsd.edu
Angelia Zhang	xiz121@ucsd.edu

## 2) Primary Means of Communication and Expectations

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Communication will be done through Slack. All members are expected to read emails from anyone in the group on a daily basis and respond in no more than 24 hours. When approaching deadlines, members are expected to respond within 8 hours.

## 3) Scheduling Meetings

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Team will agree, at the end of each class, to set any meetings and agenda before the next class and beyond. Team will also make when2meets to organize and determine when to meet. Team members will take turns to send out a reminder of the meeting.

## 4) General Responsibilities for All Team Members

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All team members are expected to:

- Be transparent about your abilities and availabilities
- Communicate ahead of time if you cannot attend meeting
- Collaborate and build off of everyone's ideas, promoting collaboration and teamwork
- Divide the work equally
- Speak up about anything you want to address, and other members should be open and understanding

## 5) Specific Team Member Responsibilities

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TBD: will be discussed as we get more into the project

## 6) Conflict Resolution

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Team members will resolve conflict amongst themselves first. If it cannot get resolved, go to team leads. If conflict still cannot get resolved, team will contact TA.

Signed; Junyi Wu