Team Working Agreement

Term: Spring 2024
Creation Date: 04/13/2024

1. Group Identification

- **Instructor:** Thomas Powell
- **TA:** Akshay
- **Team Number:** Team 1
- **Team Name:** One and Done

Team Member Info:

Name	Email	Role
Anshi Singh	ans071@ucsd.edu	Leader/Developer
Purich Viwatkurkul	pviwatkurkul@ucsd.edu	Leader/Developer
Vedant Mohan	vemohan@ucsd.edu	Designer
Pussakorn Chanpannichravee	pchanpanichravee@ucsd.edu	Designer
Gwendolyn Wong	g5wong@ucsd.edu	Project Manager/Developer
Nam Nguyen	nhn007@ucsd.edu	Developer
Jeremy Abondano	jabondano@ucsd.edu	Developer
Jeffrey Do	jtdo@ucsd.edu	Developer
Kabir Vats	kvats@ucsd.edu	Developer
Theodore Van Berlo	tvanberlo@ucsd.edu	Developer
Katie Kim	kak010@ucsd.edu	Developer

2. Primary Means of Communication and Expectations

- We will use our Slack channel for communication.
- All members are expected to read messages daily and respond within 12 hours.
- At least a reaction must be added to any announcements to indicate it has been read.

3. Scheduling Meetings

- Weekly meetings will be scheduled at Wednesdays 4–5pm, but meetings are subject to change.
- Team members must inform the group if unable to attend and update meeting notes beforehand.
- The project manager will send out meeting notes at least a day in advance for updates.
- Active participation in meetings is required.
- Meeting Structure:

- Notes document sent out beforehand.
- Each role has a subsection to discuss:
  - Previous week's accomplishments.
  - Plan for the coming week.
  - Any issues encountered/update issue tracker.
- Leader
  - Divide tasks for the upcoming week.
- Project Manager:
  - Backlogged issues.
  - Upcoming deadlines.

4. **General Responsibilities for All Team Members**

- **Deadlines:** Notify the team in advance if unable to meet a deadline and propose a new one.
- **Respect:** Respect all ideas and contributions.
- **Communication:** Keep communication open and clear.
- **Teamwork:** Help all team members regardless of role.

5. **Specific Team Member Responsibilities**

- **Leader:**
  - Leads meetings.
  - Coordinates with TA.
  - Works on keeping up with GitHub repo organization.
- **Designer:**
  - Creates and presents design concepts.
  - Seeks feedback on designs.
  - Works on design-related tasks.
- **Developer:**
  - Works on coding tasks.
  - Participates in code reviews.
  - Collaborates with the team on coding challenges.
- **Planner/Project Manager:**
  - Takes meeting notes.
  - Manages project timeline and tasks.
  - Updates project board and issue tracker.

6. **Conflict Resolution**

- Group project conflicts should be resolved by group vote. Personal conflicts should be resolved privately, with a leader as a mediator if needed.
- If conflicts reach a point where they cannot be resolved with the team leads, a meeting should be setup with the TA.

Signatures: 4/15/2024