

## Team Working Agreement

Spring 2024

Creation 04/15/2024

### 1) **Group Identification**

Course: CSE 110

Instructor: Powell, Thomas Allan

Team Name: Coding Monkeys (Team 19)

Team Member: Milana Gorobchenko, Riana Ali, Allison Lane, Brandon Panuco, Charlie Trinh, David De-santiago, Ginger Smith, Julie Hong, Julio Rivas Midence, Nikolas Yanek-Chrones, Wenzhe Xu

### 2) **Primary Means of Communication and Expectations**

All members will be expected to check Slack at least once a day.

### 3) **Scheduling Meetings.**

At the end of each class, teams will convene outside the lecture room to coordinate and schedule their next meeting.

### 4) **General Responsibilities for All Team Members**

All team members will communicate about task deadlines and share the responsibility for submitting assignments.

All team members will ensure that all submissions are completed 2-3 days before the deadline to avoid any last-minute issues.

All team members will be open about their preferences and limitations regarding tasks and will set realistic deadlines for what they can achieve.

All team members will keep meetings efficient with a clear agenda and purpose and will inform the team if they cannot attend.

All team members will maintain open communication, especially when tasks overlap.

### 5) **Conflict Resolution**

If a team member is not meeting deadlines, the team agrees to thoroughly discuss the reasons for the issue and actively seek ways to improve before escalating the matter to a TA or professor.

### 6) **Expectations of Faculty and GTA's**

If a team member does not uphold this agreement, the team may discuss the situation with a TA or professor.

### 7) **Team Signatures**

Julie Hong