Team Working Agreement
CSE110 (Spring 2024)
Creation 04/14/2024

1) Group Identification

Instructors – Thomas Powell, Smruthi Gowtham

Team Name – Doing Too Much (Team 28)

Team member info:

NAME:	GitHub:	Role:
Sara Enkhjargal	Sara0112	Team lead and Developer
Anirvinna Jain	Anirwin1303	Team lead and Developer
Yuvanand Saravanan	yuvasaro	Developer
Steven Ngo	stevenngo3	Developer
Daniel Shao	holychickencow	Developer
Ryan Lin	bobbymcbobboi	Developer
Celeste Keyes	celesteck	Developer
Chenyu Tang	ChenyuTang98	Developer
Ayah Aldawsari	AyahNasser	Developer
Varun Parekh	IncogOwl	Developer
Nicole Go	nicole-beatrice-go	UX/UI Developer

2) Primary Means of Communication and Expectations#

All members will be expected to read Slack messages from anyone in the group on a daily basis and respond in not more than 3 hours.

3) Scheduling Meetings (Schedule at least one meeting as part of constructing your team agreement.)

Team will agree to attend any scheduled meeting and read the meeting agenda before the meeting. Team leads will send out a reminder of the meeting with an agenda within twenty-four hours before the meeting.

4) General Responsibilities for All Team Members

- Timely Communication: Commit to responding to all communications (Slack messages, meeting invites) within 3 hours.

- Attendance: Attend all scheduled meetings and be on time. Inform the team ahead of time if unable to attend or expecting to be late.

- Preparation for Meetings: Arrive at meetings prepared with necessary materials, having reviewed relevant documents, and ready to contribute to discussions.

- Respectful Collaboration: Treat all team members with respect, listen actively, and consider others' ideas and perspectives.

- Constructive Feedback: Provide and receive feedback in a constructive manner, focusing on improvement and positive outcomes.

- Accountability: Take responsibility for personal tasks and duties, ensuring they are completed on time and to the best of one's ability.

- Transparency: Be open about progress and challenges. Share information and updates regularly to keep the team informed.
- Support and Assistance: Offer help to fellow team members when needed, and ask for help when necessary without hesitation.
- Adherence to Deadlines: Respect project timelines and submit all work by the designated deadlines to avoid impacting the team's overall performance.

5) Conflict Resolution

In the event of a team member not meeting deadlines, the team agrees to schedule a team meeting to discuss the challenges they are facing and collaboratively develop a realistic plan for improvement before escalating the issue to a TA or professor.

6) Team Member Signature