cse110-sp24-group4

Team Working Agreement for Ctrl Alt Elite

Term: Spring 2024 Creation: 04/17/2024

Purpose

This working agreement outlines the norms and expectations for our software engineering team to ensure effective collaboration, communication, and productivity.

Communication

1. Each team member will communicate respectfully with each other.
2. All team members will make every effort to attend each meeting and lecture.
3. If a team member is unable to attend a meeting or lecture, they will inform a team lead.
4. All team members will come to meetings prepared to present a progress update on their assignment.
5. All team members will participate in the team slack, sending and watching for updates.

Personal Resposibility

1. Each team member is responsible for completing their assigned task, or communicating when they are unable to.
2. Each team member is responsible for keeping up to date with the course material, assignments, and team proejcts.

Collaboration

1. Each team member will be ready to cover down on any role or task assigned to another team member as need arises.
2. Team members will ask for help as soon as they feel they need it.
3. We will maintain a positive and inclusive environment, welcoming diverse perspectives and fostering creativity.

4. Contributions and achievements will be recognized and celebrated, promoting a culture of appreciation and mutual respect.
5. Team members are expected to meet in-person at least weekly schedule permitting.

Workflow

1. We will adhere to agreed-upon project timelines and milestones, prioritizing tasks effectively to meet deadlines.
2. We will document our work thoroughly, including code documentation, technical designs, and project updates.
3. We will adhere to our agreed-upon programming practices to ensure smooth integration and clear expectations.

Feedback

1. Feedback will be given constructively, focusing on behaviors and outcomes rather than individuals.
2. We will actively seek feedback from each other to identify areas for improvement and growth.
3. Feedback will be received with an open mind and used to drive personal and team development.

Flexibility

1. We recognize that priorities and circumstances may change, and we will remain adaptable and flexible in our approach.
2. We will communicate proactively about any changes or challenges that may affect our work or timelines.
3. Team members will support each other in times of need, offering flexibility and understanding when necessary.

Conflict Resolution

1. If a conflict arises that needs mediation, the involved parties will contact the team leads to serve as mediators.
2. If such a conflict described above cannot be solved through mediation by team leads, the issue will be escalated to the TA or professor.
3. If a team member is failing to meet deadlines, make attendance, or communicate effectively, they will be placed on probation until the issue is resolved. Probation will result in loss of

responsibility and credidation for assignments with attempted contact and resolution by a team lead. If the issue cannot be solved, it will be escalated to the TA and a request may be made to remove the team member.

Conclusion

By adhering to this working agreement, we commit to fostering a collaborative, productive, and supportive environment within our software engineering team. We will uphold these principles and values in our daily interactions and endeavors.

Agreement

Team member name: Kekoa Pickett

Team member signature:

By signing this document, the team member agrees to adhere to the working agreement for Ctrl Alt Elite