

# Team Working Agreement

*CSE 110 Winter 2021*

*Creation 01/17/2021*

## 1. Group Identification

Team 35 Name: Dream Team

Mentor: Chad Hayen

Name	Role	Email
Nidhi Giridhar	Primary Manager	ngiridha@ucsd.edu
Sydney Wong	Secondary Manager	sywong@ucsd.edu
Ian Rebmann	TBD	irebmann@ucsd.edu
Jasmine Chen	TBD	jcc001@ucsd.edu
Alejandro Malanche	TBD	amalanch@ucsd.edu
Zachary Chan	TBD	ztchan@ucsd.edu
Andrew Pham	TBD	adpham@ucsd.edu
Samuel Burkholder	TBD	saburkho@ucsd.edu
Alejandro Marquez	TBD	a1marque@ucsd.edu

## 2. Primary Means of Communication

Our team will use Slack as the primary means of communication.

Team members are expected to

- read and respond to messages within 12 hours
- turn on Slack notifications

## 3. Scheduling Meetings

Zoom team meetings will take place weekly on

- Thursdays at 4-5 pm PT
- Wednesday at 1-1:30 pm PT (with Chad)

The Thursday meetings are mandatory for all Dream Team members. If a team member plans to be absent from a meeting, they must notify Nidhi and Sydney at least 24 hours before the meetings.

Regarding meeting minutes agendas, agendas should be finalized and pushed to the team Github repository at least one hour before each meeting. Team members should Slack message the items they would like to be added to the agenda.

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

Following each meeting, all team members must review the items discussed and their to-do tasks on the meeting minutes. Those absent from the meetings should review the meeting minutes after they are linked in the #general Slack channel.

Team members should ensure they complete their assigned tasks by the deadline given by the team. If a team member cannot complete their task on time, for whatever reason, said team member should notify the team of the delay on Slack.

Overall, team members should be respectful, honest, and open-minded toward each other. The team should always communicate openly with one another.

## **5. Conflict Resolution**

If a team member does not complete their assigned task by the designated deadline and does not notify the team of the delay, Nidhi and/or Sydney will reach out to the team member on Slack.

In the case of a disagreement regarding decision-making that arises during a meeting, each disagreeing party will explain their reasoning before the team. As a team, everyone will decide whether to vote on a decision, decide at a later date, or ask Chad for advice regarding which decision should be made.

In the case of a conflict between two or more team members that cannot be easily resolved, Nidhi and Sydney will be brought in to attempt to resolve the disagreement. If the conflict persists, Chad will be asked to help moderate and resolve the conflict.

A handwritten signature in black ink, appearing to be 'Nidhi', with a long, sweeping diagonal line extending upwards and to the right from the end of the name.

Nidhi Giridhar

