

Team Working Agreement (WIP)

Winter 2021

Creation 1/16/21; Revised 1/19/21

1. Group Identification

Team # - 32

Manager - Chad Hayen, Thomas Powell

Team Name - Spl/ice

Team Brand - Never freeze up in your work/progress

Team Values - Time, Communication, Accountability, Users, Quality, Synergy, Innovation

Team member info:

Role(s)	Name	Email
Assistant Organizer/Software Dev	Elizabeth Morris	emmorris@ucsd.edu
Project Manager/Software Dev	Ellie Huo	elhuo@ucsd.edu
Software Dev/QA	Jason Wong	jpgwong@ucsd.edu
Software Dev	Wilson Low	wilow@ucsd.edu
Software Dev/QA	Sicong Duan	s1duan@ucsd.edu
Frontend	Eric Pham	e9pham@ucsd.edu
Software Dev	Nathan Kim	n5kim@ucsd.edu
UI Designer/Software Dev	Zane Calini	zcalini@ucsd.edu
Project Manager/Software Architect	Elliot Kim	edkim@ucsd.edu

2. **Primary Means of Communication and Expectations**

- All members will be expected to check slack on a daily basis and respond in no more than 12 hours
- All members will use zoom to attend meetings
- All members will use Github for managing code and storing documentation
- All members will regularly check their email daily (as a backup/emergency means of communication)

Platforms used:

- Communication: Slack
- Backup communication: Email

- Meetings: Zoom (Meeting ID: 966 5617 3119)
- Development: VSCode, Github

3. **Scheduling Meetings**

The team will agree, at the end of each weekly general meeting, to set any meetings and agenda needed before the next meeting and beyond if possible. Team members will take turns to send out a reminder of the meeting with an agenda within eight hours after the weekly meeting

4. **General Responsibilities**

All members will stay on top of their assigned tasks and communicate if they are in need of assistance or are otherwise unable to complete their task.

5. **Specific Team Member Responsibilities (Optional)**

- Software Developer (possible split into frontend/backend)
- Software Architect
- Quality Assurance (Unit Testing)
- UI Designer
- Project Manager

6. **Conflict Resolution**

If a team member is not fulfilling their responsibilities, the team agrees to communicate with that team member to help with any challenges that this member is facing before bringing the issue to the staff.

7. **Expectations of Faculty and GTA's**

If a team member fails to live up to this agreement, the situation may be reported to the staff and staff will be available to meet with teams to resolve issues so that there will be a completed assignment turned in.

8. **Team Signature**



Elliot Kim