

Project Team Working Agreement

Project Name: GoHere Project

Team Name: Lavatory Legends

1. Purpose

The purpose of this working agreement is to establish clear expectations, roles, and responsibilities among all team members involved in the project. It aims to foster a collaborative, respectful, and productive working environment.

2. Communication

- Regular Meetings: Weekly on Friday at 4:15 pm-5:30 pm on Discord (backup: Zoom).
- Emergency Contact: Via Discord, expecting a response within 12 hours.
- Decision-Making: Decisions will be made by consensus when possible. If a consensus can't be reached, a majority vote will be used.

3. Code of Conduct

- Respect each other's ideas and contributions.
- Maintain a positive and professional attitude.
- Be open to constructive criticism and provide it when necessary.
- Ensure timely communication, especially if unable to meet deadlines or attend meetings.

4. Work Plan

- Task Assignment: Tasks will be assigned during the weekly meetings and tracked via Jira.
- Deadlines: Agreed upon during the meetings and adhered to strictly.
- Progress Tracking: Regular updates in meetings and through Jira.

5. Conflict Resolution

- Address conflicts directly and respectfully with the involved parties.
- If unresolved, both parties must provide a proof of concept and present it to the group for a vote.
- Seek guidance from a TA or Rawad if conflicts persist.

6. Signatures

By signing below, each team member agrees to the terms and conditions of this working agreement.

Member 1: Vivian Liang	Date: February 2, 2024
Member 2: Kaspian Thoft-Christensen	Date: February 2, 2024
Member 3: Huang Xinzi	Date: February 2, 2024
Member 4: Like Wang	Date: February 2, 2024
Member 5: Zhiyu Pan	Date: February 2, 2024
Member 6:Chenhao Zhou	Date: February 2, 2024
Member 7: Wei-Hsiang,Huang	Date: February 2, 2024