

Team Working Agreement

Term (Winter 2021)

Creation: 01/16/2021

1) Group Identification

Group Name: All For One And Ten For All

2) Primary Means of Communication and Expectations

- Responsiveness:
 - All members will be expected to be responsive to communication
 - Respond in no more than 6 hours
- Urgent question:
 - Use individual tags will be used to notify people

3) Scheduling Meetings

- Reminders will be sent one day before
- If you are not able to make it, just let someone know even if it's five minutes before

4) GitHub Rules:

- Don't commit directly to main, use a separate branch for your own work

5) Conflict Resolution

- Talk to the person individually before bringing it up with the whole group
- If the person continues to struggle, bring it up with the group and try to work through it collectively
 - Don't try to fix everything yourself
 - Reach out if you're struggling with your task or unsure of what to do
 - Remember you can ask anyone on the team for help

6) Team Signatures

Member Signature

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.