

# 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

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