

## Team 12 Working Agreement

Creation: 04/16/2023

### 1) Group Identification and Information

TA: Gagan Gopalaiah

Team member info:

Wing Yin Chan, <a href="mailto:w9han@ucsd.edu">w9han@ucsd.edu</a>	Annie Phan, <a href="mailto:a5phan@ucsd.edu">a5phan@ucsd.edu</a>
Niklas Chang, <a href="mailto:nhchang@ucsd.edu">nhchang@ucsd.edu</a>	Max Rivett, <a href="mailto:mrivett@ucsd.edu">mrivett@ucsd.edu</a>
Jinpeng Huang, <a href="mailto:jih045@ucsd.edu">jih045@ucsd.edu</a>	John-David Russo, <a href="mailto:jrusso@ucsd.edu">jrusso@ucsd.edu</a>
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Ke Ma, <a href="mailto:k7ma@ucsd.edu">k7ma@ucsd.edu</a>	Joanna Yang, <a href="mailto:joy002@ucsd.edu">joy002@ucsd.edu</a>

### 2) Primary Means of Communication and Expectations

Communication will be done primarily on the “Team 12” Slack workspace. Announcements, questions, and plans will be made in the general channel.

Expectations:

- Team members are expected to regularly check the channel for announcements
- All members must respond to messages and announcements from fellow members in no more than 24 hours
- If one cannot make it to a meeting or will be late, please let the group know beforehand
- If an announcement is made, please react to the to inform that you have received and read the message
- Be respectful of others

### 3) Scheduling Meetings

Team meetings will be done on a weekly basis on Monday’s at 3pm at Franklin Antonio Hall. meetings will be held at this time and place, unless otherwise noted. Team members will take turns taking meeting notes. If a meeting time does not work, please bring it up to a lead.

### 4) General Responsibilities

- Start tasks promptly and ask questions if needed
- Do our best to communicate with each other
- Inform others if any blocks arise
- Respond to each other in a timely manner
- Regularly check Slack for announcements
- Be present for meetings
- Do your part and contribute
- Be there for each other and share your thoughts

### **5) Conflict Resolution**

If any conflict arises between team members, first communicate in a respectful manner concerns to each other. If that does not resolve itself, please let the TA know. If a team member is not meeting deadlines, the team agrees to speak with the member. If no change is made, this issue will be brought up to the TA.

### **6) Team Signatures**

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Signed:

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Date: