

Team Working Agreement

Winter 2021

Creation: 01/18/2021

1. Group Identification

Team Number - 30\ Instructor - Thomas Powell\ Manager - Chad Hayen\ Team Name - Team-ato Team Members Info:

NAME	EMAIL	PHONE	PRIMARY ROLE / ALT.
Muhammad Z Khan	mzkhan@ucsd.edu	(424)426-9103	Coordinator - Dev / Build / Test
Xavier	ktan@ucsd.edu	(310)962-6180	Coordinator - Plan / Design / Dev
James Zhao	jjz005@ucsd.edu	(415)259-8170	Dev / Documentation
Ivan Robles	i1robles@ucsd.edu	(559)201-3223	Planning / Designing / Testing
Yash Shah	ynshah@ucsd.edu	(201)759-3766	Designing / Building
Haaris Waleh	hwaleh@ucsd.edu	(858)382-2105	Designing / Dev
Luke	mrdutta@ucsd.edu	(714)277-8426	Building / Testing

2. Primary Means of Communication and Expectations

All members will be expected to read emails and check general slack messages and direct messages from anyone in the group on a daily basis and respond in not more than 10 hours.

3. Scheduling Meetings

- Meeting with Chad Hayen: Thursdays, 2:00pm PST to 3:00pm PST
- Team Meeting: Saturdays or Sundays
- Stand-up Meetings: TBD

4. General Responsibilities of All Team Members

- If a member can't make it to a meeting, they must inform the team 3+ hours ahead.
- Follow through with completing assigned tasks in time.
- Communication is key: If you are struggling with your responsibilities, talk about it. Don't hide information and don't be afraid of failure.
- All other members should not berate others for making mistakes, be respectful of others.
- Feel free to ask for help, especially if you're are facing large difficulties. Also, be open to giving or receiving constructive feedback.
- Document all meetings in the github repository, including important direct messages, asynchronous meetings, and full group meetings.
- Feel free to consider changing roles if that helps the team.

5. Specific Team Member Responsibilities

Refer to team member info for specific team member roles. - Coordinator: - Designer: - Developer:

6. Conflict Resolution

- Try to keep conflicts to a minimum
- Speak up when you are uncomfortable with something
- Resolve problems/disagreements as a group if needed.
- Don't attack others; don't bring your arrogance to the team.

7. Specifications of Faculty and TA's

- Try to resolve any issues internally; if not resolvable, seek help from the team; if not resolvable, seek help from TA; if not resolvable, seek help from the Professor.
- Keep in mind that even if one person fails to finish a task by the appointed deadline, the rest of the team is still responsible for presenting a completed project before the end of the quarter.

8. Individual Signature

I attest that I have carefully read through the above contract and will try to abide by it to the fullest.

A handwritten signature in black ink, followed by the date 1/19/2021 written vertically.