

Team Working Agreement

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TEAM WORKING AGREEMENT

This TEAM WORKING AGREEMENT (this “Agreement” or “Team Contract”) is made and entered into as of January 20, 2021 (the “**Effective Date**”) between the members of the UCSD CSE 110 Project Team No. 31 (the “**Parties**” or the “**Team**”) that are signatory to this agreement.

WHEREAS, the parties are compelled to enter into this Agreement for academic reasons;

WHEREAS, the parties understand and acknowledge that this Agreement merely constitutes a statement of their mutual intentions as academics and a recital of their discussions in connection with the transactions contemplated by this Agreement, and therefore does not constitute a binding agreement upon any party; and

WHEREAS, the parties, in their execution of this agreement, seek also to acknowledge descriptions of nature and function of their project’s business processes herein, these descriptions not always necessarily comprising any of the of the mutual promises, covenants, and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions contained herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Organizational Architecture & General Terms

1.1 Mission, Vision & Values

The parties’ agreed upon Mission, Vision, and Values for the project are stated below.

Mission:

Conduct all project operations such that all members earn an “A” letter grade in the group project component of the class.

Vision:

Conduct a project which satisfies the mission objectives and helps all team members achieve personal and professional growth.

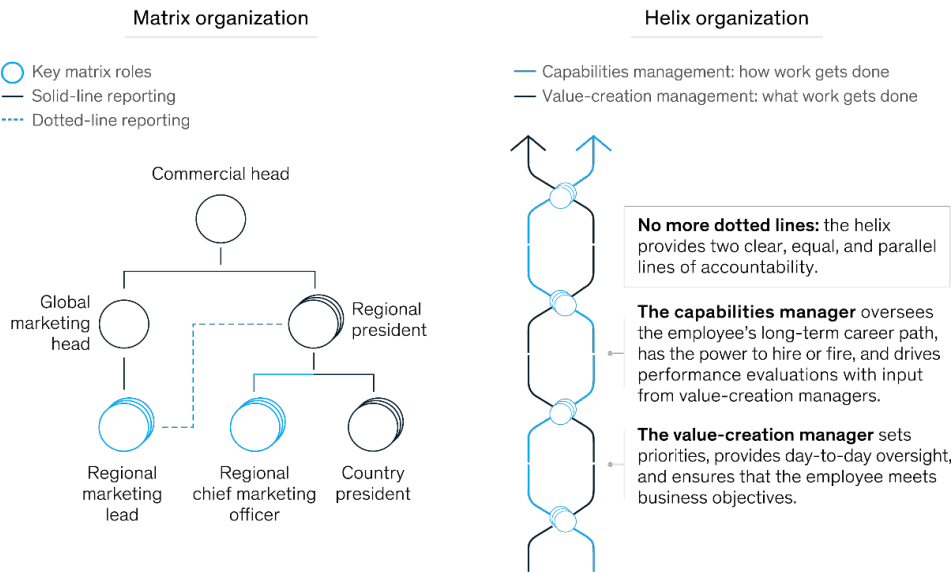
Values:

- Minimize bureaucracy in our organization
- Grow together and look after each other
- Emphasize human connection, agility, and clarity in our work
- Prioritize the protection of good team health & individual mental health

1.2 Organizational Architecture

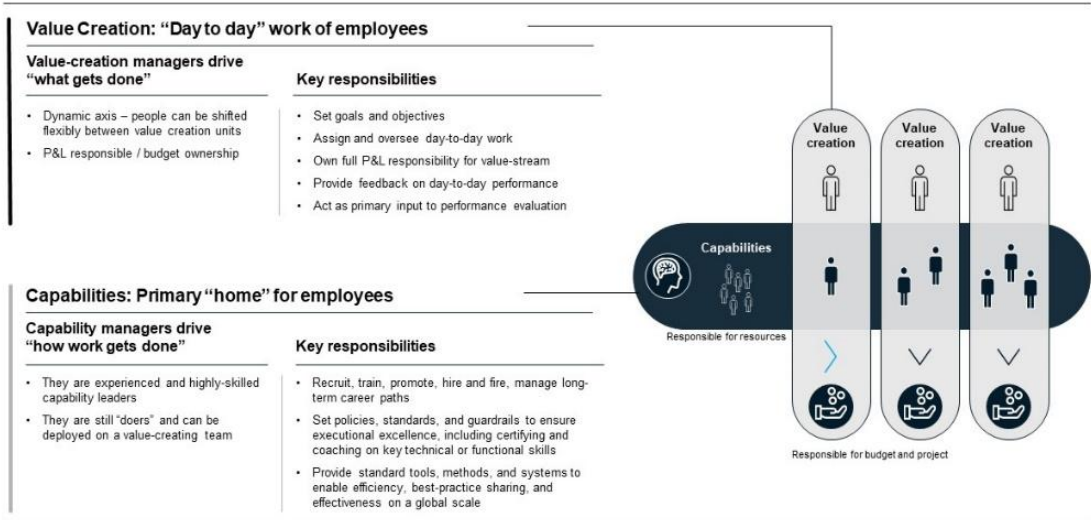
The parties agree that the team shall adopt a helix organization architecture as defined by McKinsey & Company, which is described in the figures below. This is a modified matrix organization structure.

The helix organization provides a balance between flexibility and stability that is the hallmark of a truly agile approach.



McKinsey & Company

The Helix model minimizes complexity and friction while keeping the best of the matrix and agile models



1.3 Group Identification & Organization

The parties agree that their project group shall be identified and organized as follows:

Team Name: UnhandledPromiseRejection

Team Short Code: UPR

CSE 110 Team Number: 31

Statement of Group Identification:

We are UnhandledPromiseRejection, or UPR.

UPR is a CSE 110 Project Team holding CSE 110 Project Team No. 31.

Team member info:

Team Member Name	UCSD E-mail	Work Telephone No.
Padraig MacGabann	pmacgaba@ucsd.edu	(310) 861-6996 ext. 100
Josh Chou	j1chou@ucsd.edu	(510) 449-2296
Nhat (Nick) Nguyen	nmn009@ucsd.edu	N/A
David Cruz	dac012@ucsd.edu	N/A
Diego Alfaro	djalfaro@ucsd.edu	N/A
Dexter Hamilton	dkhamilt@ucsd.edu	(650) 270-3273
Stephen Wang	stw001@ucsd.edu	N/A
Christine Phan	c1phan@ucsd.edu	(310) 894-1766

Information regarding team leads:

Our team has a primary and secondary lead, each with separate and independent responsibilities as described above.

Primary (Capabilities) Lead: Padraig MacGabann

Secondary (Value-Creation) Lead: Josh Chou

1.4 Primary Means of Communication & Expectations

The parties' agreed upon various means of communication and expectations for response are as follows. All members will be expected to read Slack messages from anyone in the group on a daily basis within the work week and within our working hours (MTuWThF from 10am-6pm PST) and respond in not more than 24 hours. Emails are also an acceptable mode of communication subject to these same terms but should be used sparingly or when required to operate a business process.

1.5 General Responsibilities for All Team Members

The parties agree that the general responsibilities for project team members as follows:

The project team consists of full-time and part-time resources assigned to work on the deliverables of the project. This includes the analysts, designers, programmers, etc. They are responsible for:

- Understanding the work to be completed
- Planning the assigned activities in more detail if needed
- Completing assigned work within the budget, timeline and quality expectations
- Informing the project manager(s) of issues, scope changes, risk and quality concerns
- Proactively communicating status and managing expectations
- Reaching out to the appropriate point person(s) for support as needed
- Escalating disputes to teaching staff only as defined herein

1.6 Specific Team Member Responsibilities/Deadlines

The parties agree to the specific responsibilities assumed by certain team members listed below. Additional responsibilities may be assumed by these and other team members.

Value Lead – Josh Chou

Capabilities Lead – Padraig MacGabann

Knowledge Management Librarian – Padraig MacGabann

Markdown Translator – David Cruz

Meeting Scribe – Josh Chou

(Note: Business process and knowledge management related functions report to capabilities lead).

2. Team Brand & Design System

The parties agree that the team and projects shall adhere to the **IBM Carbon Design System**, which is described below. The text of this section of the Agreement and the content of the Carbon website defines the entirety of our brand system.

Our Team Brand & Design System – At A Glance

Team Name: UnhandledPromiseRejection
(with no spaces between words)

Short Code: UPR

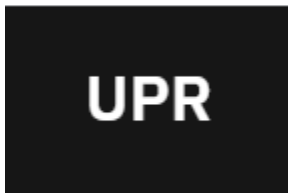
Design System: <https://www.carbondesignsystem.com/>

Brand Guidelines & Design System – Quick Links:

- Color: <https://www.carbondesignsystem.com/guidelines/color/overview>
- Typography: <https://www.carbondesignsystem.com/guidelines/typography/overview>

We use IBM Plex as our font. Arial is acceptable as an alternative in a pinch.

- Components: <https://www.carbondesignsystem.com/components/overview>
- Logo / Identity:



About Carbon

Carbon is IBM's open-source design system for products and digital experiences. With the IBM Design Language as its foundation, the system consists of working code, design tools and resources, and human interface guidelines. As IBM's official design system, Carbon serves a wide range of designers and developers building digital products and experiences. Carbon is funded and built by IBM.

The goals of the design system include improving UI consistency and quality, making the design and development process more efficient and focused, establishing a shared vocabulary between designer and developer, and providing clear, discoverable guidance around design and development best practices.

The design system is built [React](#) first. We also support core parts of the system in [vanilla JS](#), [Angular](#), [Vue](#), and [Svelte](#). If you're using a different framework, you can still build components by following our guidelines for [other frameworks](#).

Guiding principles of Carbon

Carbon is open. The design system is a distributed effort, guided by the principles of the [open source movement](#). Carbon's users are also its makers, and everyone is encouraged to contribute.

Carbon is inclusive. It's designed and built to be accessible to all, regardless of ability or situation.

Carbon is modular and flexible. The system's modularity ensures maximum flexibility in execution. Its components are designed to work seamlessly with each other, in whichever combination suits the needs of the user.

Carbon puts the user first. Using rigorous research into users' needs and desires, Carbon is laser-focused on real people.

Carbon builds consistency. Based on the IBM Design Language, every element and component of Carbon was designed from the ground up to work elegantly together to ensure consistent, cohesive user experiences.

3. Business Processes

The parties agree that the business processes defined below are to be operationalized. These business processes do not represent the entirety of the team's business processes as several processes are explicitly defined or will be explicitly defined in the future by Professor Powell. If a business process defined here comes into conflict with an officially sanctioned "best practice" process defined by CSE 110 teaching staff, then that business process will prevail and be operationalized unless a majority of team members object to the change.

Meetings

The parties agree upon the following means of scheduling and conducting meetings of the following types:

3.1 Daily Standup Meetings

The parties agree that:

(A) as of the effective date of this agreement, the parties are not to hold any daily standup meetings until they are specifically compelled to do so by the curriculum requirements of their CSE 110 class;

(B) daily standup meetings are comprised at least of collecting answers to the following questions for all team members

1. **Accomplishments:** What did you do yesterday?
2. **Goals:** What will you do today?
3. **Obstacles:** Are there any impediments in your way?

; and

(C) daily standup meetings may be conducted in an asynchronous survey format.

3.2 Weekly Management Reporting Meetings

The parties agree that they will conduct their management reporting meeting with their mentor, Chad Hayen, weekly on Thursday from 3:30pm-4:00pm PST for the duration of the class or until instructed otherwise. Both team leads are responsible for setting the agenda of this meeting and for releasing it to the team not less than 12 hours before the meeting is set to commence.

3.3 Weekly Team Meetings

The parties agree that they will conduct their weekly team meetings on Thursday from 4:00pm-4:30pm PST for the duration of the class or until instructed otherwise. Both team leads are responsible for setting the agenda of this meeting and for releasing it to the whole team not less than 12 hours before the meeting is set to commence.

3.4 1-on-1 Meetings

The parties agree that team members are to conduct 1-on-1s with both of their leads at the start of the project, and that team members may be requested to attend additional such meetings with either lead at other points throughout the quarter. These meetings may be scheduled via the scheduler links of each team lead which are provided below:

Padraig's Link: <https://calendly.com/nakamura-partners>

Josh's Link: <https://calendly.com/j1chou/15min>

3.5 Structure for Meeting Minutes

The parties acknowledge that notetaking during all meetings is mandatory. As such, the parties agree that

(A) a Meeting Scribe is to be assigned to take notes during all group meetings;

(B) the meeting scribe of (a) is to take notes in Markdown format as follows: Name your file the *date-topic.md* (*mmddyy-topic.md*). For example **011621-kickoff.md**;

(C) the meeting scribe of (a) is to ensure that all meeting notes are kept in the appropriate **/admin/meetings** directory of the team's git repo; and

(D) meeting minutes are to be structured according to the body text on the next two pages after this page.

Meeting Agenda & Notes

RE: **[[Write the Subject/Type of the Meeting Here + Date of Mtg]]**

Participants

Person1 Title	Person1 Title	Person1 Title
Person2 Title	Person2 Title	Person2 Title

Meeting Objective

[[Meeting objective here – capture it in 1-3 sentences. For example “Review new patent claims,” or “Discuss the status of (A) our financial process design project; and (B) provide feedback on the most recent Deloitte draft deliverable”]]

Agenda

Item No.	Agenda Item	Presenter	Time Allotted
1	[[Agenda Item #1]]	[[Participant]]	30 min
2	[[Agenda Item #2]]	[[Participant]]	20 min
3	[[Agenda Item #3]]	[[Participant]]	10 min

Logistics

Date & Time	September XXX, 2020 at XX:XX am/pm PST.
Duration	This meeting is expected to take approximately 30 minutes to complete.
Please Bring/Read	<u>See Prewrite section below for material to be read before this respective meeting.</u>
Teleconference Details	<p>[[Note: Mark ONE, and <u>delete the other options</u> before sending the agenda to participants]]</p> <p><input checked="" type="checkbox"/> (A) Participants will join host's Zoom link: [[insert zoom link here]]</p> <p><input type="checkbox"/> (B) Participants will call Nakamura, who is the host: +1 310 861 6996</p> <p><input type="checkbox"/> (C) Participants will call [[Some Other Host, i.e. “Conrad Frank”]], who is the host: [[+1 123 456 7890]]</p> <p><input type="checkbox"/> (D) Participants will <u>meet in person</u> at the following location: [[Address Line 1]] [[Address Line 2]]</p> <p><input type="checkbox"/> (E) Other: [[description]]</p>
Question Handling	<p>Mark ONE:</p> <p><input type="checkbox"/> (A) Questions can be answered during an explanation.</p> <p><input checked="" type="checkbox"/> (B) Questions must be held until the end of an explanation as designated by the speaker.</p>

Pework

This is a free form section for material that participants must read before the meeting in order to save time:

[[Pework material goes here]]

Actual Notes

Actual Notes taken during the meeting may optionally be written into this digital document below:

[[Notes may go here]]

Summary of Decisions Made

A Summary of any decisions made & their reasoning (if there were dissenting opinions include them, then write why the group decided to make that decision anyways) may be written into this digital document below:

[[Notes may go here]]

Action Items

TODO:

- [[TODO Item 1]]
- [[TODO Item 2]]
- [[TODO Item 3]]

Operations & Administrative

3.6 Knowledge Management

The parties agree to operationalize the following business process:

Knowledge Management is the process of documenting and managing business processes, IT systems, and technical know-how. Our Capabilities Lead provides or directs knowledge management services in the form of documenting business processes and maintaining documentation & training manuals for the software and systems we develop. We take care to ensure that all of our business processes and work activities are well-documented through documents like this team working agreement, project plans, daily standup notes, and so forth.

3.7 DocuSign Workflow

The parties agree to operationalize the following business process:

DocuSign is our team's eSignature solution. Whenever a project lead of UPR requests a binding signature on a document from you, it is our expectation that it will be completed within the DocuSign workflow.

DocuSign Workflow

1. Send

A DocuSign request for a given document will be sent to you from an authorized email address. Currently, authorized origin email addresses include and are limited to:

padraig.macgabann@nakamurapartners.com and padraig.macgabann@gmail.com.

DocuSign requests from other email addresses may not be legitimate and should be reported to your Capabilities Lead.

2. Sign

Follow instructions as originated in DocuSign to complete the signature.

3. Return

Complete the workflow that DocuSign dictates in (2), which returns the signed document to us.

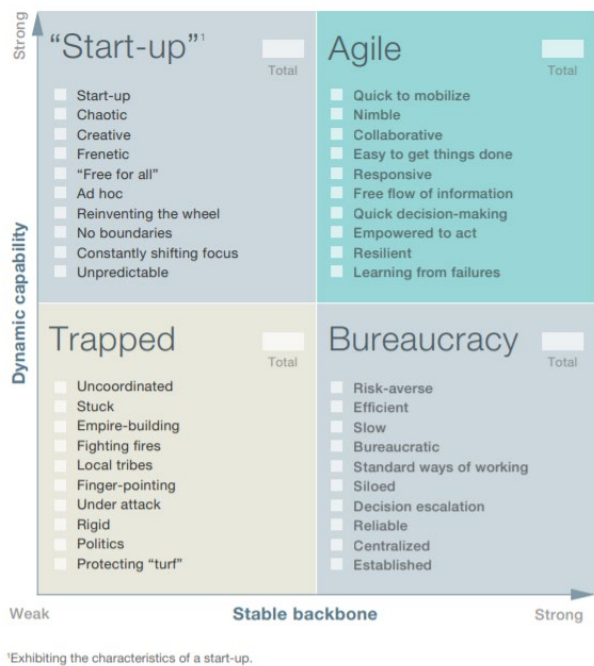
Note that sometimes, you may be asked to fill out an otherwise completed form without signing it and submit it to a project lead or a service desk, where it will then be processed and then sent to you as in (1) to be signed in this process.

Human Resources & Performance Management

3.8 Performance Improvement

The parties agree to operationalize and adhere to the following process for performance improvement:

Both project leads are accountable to the team for punctuality, communications, and process reliability. Every week, all team members fill out a weekly performance survey scorecard (demonstrated in the figure below) and some comments so project leads can improve their operations. The purpose and benefit of doing this is that this process helps makes a positive team member experience a priority and helps the project leads continuously improve operations and stay accountable.



McKinsey & Company

The weekly performance improvement survey can be accessed at the link below:
<https://www.nakamurapartners.com/mck-survey>

3.9 Conflict Resolution

The parties agree to operationalize and adhere to the following process for conflict resolution:

The Parties agree to attempt initially to solve all claims, disputes or controversies arising under, out of or in connection with this Agreement by conducting good faith negotiations. If the Parties are unable to settle the matter between themselves, the matter shall thereafter be resolved by alternative dispute resolution, starting with mediation conducted by one or both team leaders provided that the leader(s) conducting the mediation is not accessory to the respective claim, dispute, or controversy, and including, if necessary, a final and binding arbitration.

Whenever a Party shall decide to institute arbitration proceedings, it shall give written notice to that effect to the other Party. The Party giving such notice shall refrain from instituting the arbitration proceedings for a period of three (3) days following such notice. During such period, the Parties shall make good faith efforts to amicably resolve the dispute without arbitration. For the purposes of this agreement, arbitration is not conducted in the legal sense and as such, any arbitration hereunder shall be conducted under the rules of arbitration or mediation for CSE 110 project teams instituted by the team mentor, TA Chad Hayen, or the course professor, Prof. Thomas Powell.

Each such arbitration shall be conducted by a single arbitrator: the team's mentor Chad Hayen. The arbitrator shall have the authority to grant specific performance.

3.10 Prevention and Resolution of Harassment and Discrimination

Harassment and/or discrimination of any team member will not be tolerated. The parties agree to operationalize and adhere to the following policy regarding the prevention and resolution of harassment and discrimination:

TEAM MEMBER RESPONSIBILITY

All members of the team share responsibility for creating and maintaining a learning and working environment free from discrimination and harassment. This means not engaging in, allowing, or condoning behavior contrary to the policy.

PROJECT LEAD RESPONSIBILITY

Project leads bear the primary responsibility for maintaining an environment free from discrimination and harassment and to act promptly and stop it whenever they become aware of it, whether or not a complaint has been made. They are responsible for creating and maintaining a positive and productive learning and working environment, leading by example, and identifying and addressing issues in a timely and fair manner. This involves, if appropriate for the circumstances, taking prompt disciplinary action(s) and providing written documentation or corroborative evidence of steps taken to deal with the situation and put a stop to it.

HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURES

1. Ask the Person to Stop Immediately

Depending on the situation, there are issues that can be resolved by communicating with the person directly as they may be unaware of the impact of their behaviors and may change their behavior once they are made aware of the issue. Let them know that their behavior is unwelcome, offensive, embarrassing, humiliating, or demeaning and that it must stop immediately. This direct resolution could be in the form of a direct verbal or written request.

2. Tell a Project Lead

If addressing the person directly is not possible, or is inappropriate, the issue should be brought to the attention of one or both of the respondent's project lead by you directly.

3. Tell a TA or Professor

If the lead's intervention does not resolve the situation, or if the complaint is directed against one or both of the project leads, you should contact the appropriate TA (Chad Hayen) or Professor (Prof. Thomas Powell) for help and advice on how to resolve the issue.

4. Team Signatures

IN WITNESS WHEREOF, the parties have executed this agreement as of the latest date indicated below.

Padraig MacGabann

Team Member Name

DocuSigned by:
Padraig MacGabann
F3C1CCFC97864DC...

Team Member Signature

1/20/2021

Date

Josh Chou

Team Member Name

DocuSigned by:
Josh Chou
362C56256D38458...

Team Member Signature

1/20/2021

Date

Nhat (Nick) Nguyen

Team Member Name

DocuSigned by:
Nhat (Nick) Nguyen
9BB0AB72B3C94E7...

Team Member Signature

1/20/2021

Date

David Cruz

Team Member Name

DocuSigned by:
David Cruz
8F263A3A4F70486...

Team Member Signature

1/20/2021

Date

Diego Alfaro

Team Member Name

DocuSigned by:
Diego Alfaro
D231833D428E46E...

Team Member Signature

1/20/2021

Date

Dexter Hamilton

Team Member Name

DocuSigned by:
Dexter Hamilton
57063B38C0C54D6...

Team Member Signature

1/20/2021

Date

Stephen Wang

Team Member Name

DocuSigned by:
Stephen Wang
2D8BC67550C84FC...

Team Member Signature

1/20/2021

Date

Christine Phan

Team Member Name

DocuSigned by:
Christine Phan
74F84CAF8E64486...

Team Member Signature

1/20/2021

Date