Team Agreement Document

1. Team Name and Designated Team Leader

Team name: Poss

Team leader: Yewon Cha

Election process: Since Yewon has a strong understanding of both backend and frontend development processes, she has taken the role of team leader.

2. Team Ambition

- **Common desired grade:** 10

3. Decision-Making Approach and Key Team Rules

Decision-making approach:

- Decisions will prioritize **consensus** through open discussion and mutual understanding.
- When different opinions arise, team members should **persuade and explain their perspectives** respectfully to reach a shared decision.

Key team rules:

- **Communication:** Respond to messages as quickly as possible, preferably within 36 hours.

- **Meetings:** Attend all scheduled meetings unless there is a justified reason not to.

- **Deadlines:** Set clear internal and official deadlines. If a task cannot be completed on time, notify the team in advance.

- **Respect & Collaboration:** Maintain respect during discussions and actively work to understand others' viewpoints.

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4. Principles for Work Distribution

- Tasks will be assigned based on:

    - Technical skills.

    - Personal preferences when possible.

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5. Capacity Constraints

- **Yewon Cha :** backend and frontend experience
- **Jaeeun Lee :** frontend experience

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6. Team Meeting Times and Group Work

- **Weekly fixed meeting:** Monday and Tuesday in person
- **Collaboration tools:** Google Docs, shared GitHub repository, KakaoTalk

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7. Tracking Progress

- **Tracking tools:**

    - GitHub Projects → issue and pull request tracking
    - KakaoTalk → to notify about the works

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8. Sanctions and Consequences

- **First offense:** verbal warning from the KakaoTalk chat.

- **Second offense:** task redistribution and note recorded in team's internal log.

- **Repeated offenses:** escalation to the lecturer for formal record.