

Team Working Agreement

Winter 2021

Creation 01/17/2021; Revised XX/XX/XXXX *(If revised)*

1) Group Identification

Lab section # –

Table # –

Instructor – Professor Thomas Powell

Team Name (Optional) –

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Shane Benetz	sbenetz@ucsd.edu	408-805-9785	
Shravan Hariharan	smhariha@ucsd.edu	949-344-6524	
Trinity Pham	ttpham@ucsd.edu	408-912-6776	
Keshav Mittal	kemittal@ucsd.edu	+1 203-918-3956	+91 96729-78285
Juan Carlos Amistoso	jamistos@ucsd.edu	626-210-5750	
Austin Sophonsri	asophons@ucsd.edu	323-285-1863	
Steven Harris	s5harris@ucsd.edu	760-809-5697	
Jose Cavallini	jfalconi@ucsd.edu	2092615048	

2) Primary Means of Communication and Expectations

- Primary means of Communication: Slack general group chat
- Expectations:

- Communicate if you are late to meetings, have issues, need help, or need to miss deadlines by replying in the Slack.
- Try to same-day-response by at least checking the Slack once a day.
- Each member speaks (about anything) at least once in the meeting.

3) Scheduling Meetings (Schedule at least one meeting as part of constructing your team agreement.)

- Meet weekly on Sundays @ ~9pm
- If an additional meeting is needed, talk about setting up the follow-up meeting on Sunday
- Follow an agreed-upon means of scheduling meetings.
- Set up an agenda before meeting
- A day before the meeting, team leaders should push new minutes to the repo and add any discussion points if needed

4) General Responsibilities for All Team Members

- Come to meetings in a timely manner if possible, otherwise communicate with team on Slack
- Submit work, code reviews, and assignments on time if possible, otherwise communicate
- Check Slack at least once a day to reply to other team members for discussions & action items
- We should try to finish assignments / action items at least 1 day before their deadline

5) Specific Team Member Responsibilities/Deadlines (*Optional*)

- TBD

6) Conflict Resolution

- We should vote as a team for any conflicts that arise between two or more parties
- Team leaders Keshav and Jose reach out to that person and try to figure out why they did not meet the deadline or come to a meeting. If they don't respond then reach out to a TA.

7) Expectations of Faculty and GTA's

If a team member fails to live up to this agreement, the situation may be reported to the staff, but the team will still be responsible for submitting a completed assignment. Staff will be available to meet with teams to resolve issues.

8) Team Signatures

A large, stylized handwritten signature in black ink, appearing to read 'J. B. Smith' or similar, with a long horizontal line extending from the end.