

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

Two handwritten signatures in blue ink, appearing to be 'Steven' and 'Dustin', are written next to the 'Team Signatures' header.