# **Team Process Agreement**

Instructions: Review this document with your teammates. **Create a copy of this document (file>make a copy)** and fill it out. You can simply type your name into the signature field at the bottom. Send the signed agreement to instructors.

**This should take you about 15 minutes to fill out.** The importance of this document should not be minimized, but the main purpose is to hold one’s teammates accountable if a teammate does not deliver.

Date \_\_\_9/7/2022\_\_\_\_\_\_\_ Course: W210 Section: \_\_\_\_006\_\_\_\_\_\_\_\_\_

Instructor \_\_Joyce Shen, David Steier\_\_\_\_\_\_\_\_\_\_\_

Team member name:

Fidelia Nawar

Soo Sung

Mariah Meehan

Sichen Zhong

Pony Ameri

**1. What are the primary methods of communication (e.g., email, Slack, conference calls, text)?**

| Slack for instant message, Zoom meeting weekly |
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**Response rule**  
What is the maximum delay for responding to Slack/email from team members? Under what conditions does it apply? (e.g. weekends, etc.)

| 24 hours, text reminder is ok |
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**2. Hours per week of project work**  
On average, how many hours per week will each member work on the project? \_\_\_10-15\_\_\_\_\_\_

**3. Weekly meeting schedule**  
Consult your individual schedules and find days and times that will work for all of you. List the days and times of meetings, and what platform you will use (i.e. Zoom, skype, slack video calls).

| Weekly meeting on Sunday over Zoom, detailed hours can be adjusted |
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**4. Collective conduct and expectations on working together**  
What does the team expect that every member will do? What are the shared terms of conduct and cooperation for the group?

| Provide regular updates of progress, avoid working on overlapping features |
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| Have a little summary at the beginning of our weekly meeting from everyone |
| Todo list shared after every meeting, discussed at the end of the meeting |
| Collaborative work for multiple members for complicated tasks |
| Looking for help from team members if the task is stucked over 2 hours |
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**5. Contact Information.**

How can each member be reached?

Soo Sung - Phone (702-510-8576), email ([soo.sung@berkeley.edu](mailto:soosung@berkeley.edu) or [soo.sung98@gmail.com](mailto:soo.sung98@gmail.com)), slack

Pony Ameri - slack, Phone (917-822-1620), email ([pony21@berkeley.edu](mailto:pony21@berkeley.edu))

Fidelia Nawar - Slack, Phone (469-777-1591), email ([fidelianawar@berkeley.](mailto:fidelia.m589@gmail.com)edu)

Sichen Zhong - Slack, Phone (617-238-4792), email ([sichenzhong@berkeley.edu](mailto:sichenzhong@berkeley.edu))

Mariah Meehan - Slack, Phone (303-993-9819), email ([mm9819@berkeley.edu](mailto:mm9819@berkeley.edu))

**6. Conflict resolution process**If a conflict within the group arises as a result of one or more members not adhering to the agreed responsibilities and codes of conduct, here are the steps to address and resolve the issue.

1. Have an open discussion with the entire team. Communicate to the individual(s), ensuring that all group members are included, with a detailed explanation of what problematic behaviours you have encountered, and suggest how to resolve the issue. Invite the individual to explain their perspective, and be prepared to discuss the issue as a group towards potential plans for resolution.
2. If you are unable to resolve the issue as a team, contact your instructor to try to help moderate discussion towards resolution.

**7. Signatures**   
*I participated in formulating these standards, procedures, and understand that I am obligated to abide by these terms and conditions.*

| **Name \_\_\_\_Soo Sung\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_Soo Sung\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Name \_\_\_\_\_\_Mariah Meehan**  **Signature: Mariah Meehan** |
| --- | --- |
| **Name \_\_\_\_Fidelia Nawar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_\_Fidelia Nawar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Name \_\_\_\_\_Sichen Zhong\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_Sichen Zhong\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name \_\_\_\_\_Pony Ameri\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature *Pony Ameri*** | **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |