

## WORKING AGREEMENT

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This Working Agreement (this “Agreement”) is made on January 30, 2025 (the “Effective Date”), by and between the following developers: Alonso, Aman, Andie, Isaac, and Michael (each a “Developer” and collectively “The Developers”).

**I. Purpose:** The Developers are a game development team for a term beginning on the Effective Date and continuing until this document is terminated or until Thesis II is concluded, whichever occurs first. The goal of this development team is to complete the game Changelog (the “Project”) to the best of their ability. The Developers hereby agree to abide by the terms of this Working Agreement to the best of their ability during this period.

**II. Responsibilities:** The Developers agree to commit their best efforts in following the responsibilities as listed below. A Developer is responsible for all “Individual Responsibilities” assigned to them pursuant to their Role, as well as all “Team Responsibilities” regardless of their Role.

**A. Team Responsibilities:** The main responsibility of each Developer is to work towards completing action items and making progress on the Project according to their Role during the Thesis II class period on Tuesdays from 2PM to 4:45PM and Thursdays from 11AM to 4:45PM (the “Class Hours”). In addition, the Developers shall fulfill the following responsibilities to the best of their ability:

- i. The Developers agree to **voice their concerns, goals, and progress on the project at each team meeting.**
- ii. The Developers agree to be physically present during Class Hours. Should a Developer anticipate being late to Class Hours, being absent for Class Hours, or needing to leave early, they agree to **notify another Developer prior to the lateness, absence, or early departure.** Should notice be given, it is always acceptable for a Developer to be late, absent, or to leave early.
- iii. The Developers recognize that, due to the nature of game development and the development team’s commitment to doing what is in the best interest of the

Project, **there will be team members that end up putting more hours of work into the Project than other team members.** In accordance with this understanding, the Developers agree that they will do their best to:

- a. not pass judgement on themselves or others in response to a Developer having a low amount of perceived work to complete compared to others;
- b. neither create nor request the creation of “busywork” that does not contribute meaningfully to the development team’s current goals;
- c. abandon the expectation that all members of the development team will put in an equal amount of work;
- d. communicate concerns about workload to the Producer.

iv. The Developers shall endeavor to resolve misunderstandings and disagreements on their own. When a disagreement becomes too difficult to resolve in this manner, a point that is up to each Developer’s individual discretion, they shall report the incident to the Producer.

**B. Individual Responsibilities:** Each Developer has a Role and shall fulfill that Role’s responsibilities as best they can. Roles are listed below.

**i. Producer:** The Producer is responsible for managing communication between The Developers. Although the Developers are expected and encouraged to communicate amongst themselves (see Article II, Section A, subsection iv), it is the responsibility of the Producer to resolve disputes and to prevent misunderstandings before they happen. The Producer is responsible for calling weekly team meetings, taking meeting notes, and publishing notes. The Producer will endeavor to stay informed of the current progress of the Project and general wellbeing of all Developers. The Producer is expected to lead external communications, such as those with advisers and playtesters. The Producer is responsible for all supplementary material for the Project, including, but not limited to: weekly standup slides, festival submission forms, marketing material, scheduling documents, external email communications, and the Working Agreement. The Producer has “the final say” over all administrative decisions. The Producer is expected to make a final decision on matters whereon the development team cannot

otherwise come to an agreement, and the Developers are expected to abide by such “tiebreaker” decisions.

**a. Aman is the Producer.**

**ii. Creative Lead:** The Creative Lead is responsible for ensuring that the Project maintains its vision. The Creative Lead is responsible for all decisions and programming related to the Project’s simulated graphical user interface (the “Outer Game”) and is expected to take the lead when answering questions from external parties regarding the conception, vision, and overall structure of the Project. The Producer has “the final say” over all decisions that would have a “significant impact” upon the game’s creative direction. Such a resolution supersedes all other decision-making authority.

**a. Alonso is the Creative Lead.**

**iii. Narrative Lead:** The Narrative Lead is responsible for the creation of all text assets that will appear in the Project and the design of all systems incorporating the narrative into the Project. The Narrative Lead is expected to create and maintain an outline for the Project’s narrative in a shared document visible to all Developers. The Narrative Lead has “the final say” over all decisions related to the Project’s narrative design.

**a. Andie is the Narrative Lead.**

**iv. Programming Lead:** The Programming Lead is responsible for the programming and design of the game that appears within the fictional context of the Outer Games narrative framing (the “Intra-game”). The Programming Lead is expected to regularly issue actionable items to all Programmers and manage communications between those programmers and the Producer. The Programming Lead is expected to communicate suggestions, concerns, and questions from all Programmers to the Producer. The Programming Lead has “the final say” over all decisions related to the Intra-Game.

**a. Isaac is the Programming Lead.**

**v. Programmer:** A Programmer may work on the Outer Game or the Intra-Game. Either way, all Programmers are expected to complete actionable items as issued to them by the Programming Lead and to inquire with the Programming Lead for

additional tasks when their work is completed or it is otherwise appropriate to do so. Programmers are expected to voice their questions and concerns to the Programming Lead. In the Programming Lead's absence, or when a Programmer feels that their inquiries are insufficiently addressed, Programmers are expected to communicate directly with the Producer.

**a. Micheal is an Intra-Game Programmer.**

**III. Communications:** The Developers agree to abide by the following guidelines when communicating with each other.

**A. Best of Intentions:** When another member of the group is behaving strangely or communicating in a manner that might be considered rude, The Developers agree to assume the "best of intentions" of their peers. This might look like, but is not limited to, the following scenarios:

- i.** A Developer is not responding to messages in a timely manner. Rather than assume that the Developer is lazy, doesn't care about the Project, or is engaging in a puerile display of rebellion, the other Developers should instead consider that the individual has fallen ill, has a lot going on, or is otherwise unreachable due to matters outside of their complete control, and respond kindly and accordingly.
- ii.** A Developer implements a feature that another Developer conceived in a way that said creator did not intend. Rather than assume that the former is attempting to sabotage the work of the latter out of laziness, jealousy, or ineptitude, the latter should instead consider that a miscommunication has occurred. They should be curious, not judgmental, and work to try and understand how and why the misunderstanding occurred.
- iii.** A Developer is working on something unrelated to the Project during class hours. Rather than assume that the Developer is lazy, shirking work, or not a serious worker, the other Developers should instead consider that the individual is taking a well-needed break, is not in the right headspace to work, or does not have any tasks to complete (pursuant to Article II, Section A, Subsection iii).

**B. Methods of Communication:** The Developers use a Discord server to communicate with one another. The Developers use Slack to communicate with **Mitu Khandaker** (the “Adviser”). The Developers shall not create private groups on any communication platform that include all but one member of the development team.

**C. Communicating Progress:** The Developers have no responsibility to proactively report progress they have made on the Project to anyone. If a Developer is curious about the state of the Project, or one of its constituent elements, it is that Developer’s responsibility to reach out to the appropriate member of the development team and ask for updates. A Developer contacted in this way is expected to report their progress in a timely manner (no less than 24 business hours). Conversely, a Developer could reach out to the Producer, who is expected to know the approximate progress of the Project at all times.

**IV. Vibes and Violations:** The Developers are a very “vibes-based” development team. The atmosphere is generally chill, and Developers are not expected to work on the Project outside of Class Hours. Repeated violations of the Working Agreement should be addressed by the Producer at weekly meetings, or one-on-one when appropriate, keeping in mind to assume best of intentions (Article III, Section A). Violations of the Working Agreement are to be used only as starting points for a conversation; Developers are un beholden to any formal consequences in relation to violations of the Working Agreement. The Working Agreement is a living document and the Developers are encouraged to suggest changes and clarifications to the Producer.