

# Team Contract

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- Fall 2021
- Created October 14, 2021
- Revised October 16, 2021

## 1) Group Identification

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- Group 5
- TA: Sanat Bhandarkhar
- Instructor: Professor Powell
- Team Name: TBD

### Team Members

1. Adory Vo, ahvo@ucsd.edu
2. Hanming Hu, hhu@ucsd.edu
3. Steven Chang, stc006@ucsd.edu
4. Royce Labuguen, rlabugue@ucsd.edu
5. Divenet Kaur, dikaur@ucsd.edu
6. Julian Yan, jwyan@ucsd.edu
7. Xuan Wang, xuw009@ucsd.edu
8. Robert (Bobby) Tatum, rmtatum@ucsd.edu
9. Sizhe (Chris) Fan, sfan@ucsd.edu

## 2) Primary Means and Expectations of Communication

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- Post your messages in their appropriate Slack channels based on topic for clear and different usage.
  - Check the description of the channel to see if your message topic matches. (right-click channel name -> "Open channel details")
- Use @channel to send important messages intended for every member to read.
- Communicate when another member's task is blocking your progress/task.
- Don't chat on unrelated things in tech/info channels.
- Expected response time during the day is 3-4 hours.
- If someone posts an idea or prompt, at least react to it with an emoji.

## 3) Scheduling Meetings

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- Meeting dates should be planned 4 days in advance.
- Read the meeting minutes on the day of the meeting if you cannot attend it.
- Meetings should last no longer than an hour.
- Meetings should aim to end ~5 minutes early to avoid meeting fatigue hopping between meetings.
- Try to attend all meetings that you agree to attend.
- Respect working hours.

## 4) Responsibilities for Team Members

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- Respect individual differences between members.
- Be honest and show your empathy.
- Put your best effort into tasks and finish them on time.
- Be polite.
- Communicate clearly and try to compile the entire group's ideas before making decisions.
- Trust your team.
- Don't be afraid to ask for help.

## 5) Conflict Resolution

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- Leaders should openly communicate with group members not following the rules.
- Set up meetings to discuss appropriate solutions & adjustments for conflicts.
- Listen to what the other person is saying instead of preemptively acting and ask questions to clarify your understanding.
- Summarize the areas of agreement and disagreement, ask the other person if they agree with your assessment, modify your assessment until both of you agree on the areas of conflict.
- Try complimenting the other person's insights and achievements. (Recall "Yes, and..." from lecture)

## 6) Sign!

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- Digitally or physically sign the rules & upload a PDF to the repo in /admin/misc named as rules-{First Name}{Last Name}.pdf .(ex: rules-adoryvo.pdf )

Signed,



Date signed: