

CSE110 Group32 Team Working Agreement
Term: Fall 2021
Creation:10/10/2021

1.Group Identification

Group number: 32

Team name:

Team Leaders: Zijian Zhang, Esther Qiu

Mentor: Sourabh Raja-murali

Manager: Powell, Thomas Allan

Team Member Information:

Name	Email	Phone	Position
Zijian Zhang	ziz006@ucsd.edu	858-717-5496	Leader
Stuart Boynton	sjboynto@ucsd.edu	858-250-9409	-
Bagrat James Mikhaelyan	bmikhaelyan@ucsd.edu	818-219-3404	
Esther Qiu	c3qiu@ucsd.edu	626-295-4038	Leader
Ke Ou	kou@ucsd.edu	408-502-0346	
Tiffany Zhong	tzhong@ucsd.edu	347-469-7056	
Hannah Hui	hahui@ucsd.edu	949-343-7191	
Eamon Aalipour	eaalipou@ucsd.edu	858-900-8458	
Martin Flores	maf001@ucsd.edu	707-758-6837	
You Wu	yow008@ucsd.edu	858-282-8657	

2. Primary Means of Communication and Expectations

- 1) All members will be expected to read slack messages from anyone in the group on a daily basis and respond in no more than 12 hours.
- 2) All members should communicate peacefully without any discrimination and offensiveness.

3. Scheduling Meetings

- 1) All team members should attend regular meetings on **Wednesdays 9:30-10:30pm** each week. If there is any emergency, should inform team leaders at least a day in advance.
- 2) Team members are encouraged to join the mentor and team leaders' meeting each week.
- 3) All team members should prepare for additional meetings if necessary.
- 4) All members should be mindful to make good use of designated meeting time and try their best to end on time, in order to respect other people's schedules. If a meeting should run over, team members that have to leave can check the minutes and/or it can be continued at a later time/online.

4. General Responsibilities of All Team Members

- 1) All team members should respect each other without any discrimination.
- 2) All team members should help each other and be unafraid to ask for help.
- 3) All team members are responsible for the group's project and should put their best effort.
- 4) All team members should make the group a priority and then team members and then themselves. (This includes knowing when to focus on your individual assignment for the betterment of the group.)

5. Specific Team Member Responsibilities/Deadlines(optional)

- 1) Team leaders are responsible for conveying information correctly from the mentor to all team members.
- 2) Team leaders must assign tasks to all team members equally and leave enough time for team members to finish.
- 3) Team leaders and team members should not blame any team member but instead offer help and encouragement.

6. Conflict Resolution

- 1) If a team member is not meeting deadlines, the team agrees to take the consequence collectively to address the problem before bringing the issue to TA and Professor.
- 2) If there is conflict between team members, team leaders should make decisions based on the majority's ideas.
- 3) If the team itself cannot solve the problem, team leaders should report the problem to 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 TA and Professor, but the team will still be responsible for submitting a completed assignment. TA and Professor will be available to meet with teams to resolve issues. It should also be expected that any violations of these terms and/or unresolved conflicts may be reflected in the individual reflections at the end of the quarter (and absolute worst case, at the potential of firing).

8. Signature

You Wu