

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

1.Group Identification

Group number: 32

Team name: Aces

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. Team Signatures

Zijian Zhang
Stuart Boynton
Bagrat James Mikhaelyan
Ke Ou
Tiffany Zhong
Esther Qiu
Martin Flores
You Wu
Eamon Aalipour
Hannah Hui

Handwritten signatures of Eamon Aalipour and Hannah Hui in blue ink.