

# CSE110 Group32 Team Working Agreement

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Term: Fall 2021

Creation: 10/10/2021

## 1.Group Identification

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- 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            | <a href="mailto:ziz006@ucsd.edu">ziz006@ucsd.edu</a>           | 858-717-5496 | Leader   |
| Stuart Boynton          | <a href="mailto:sjboynto@ucsd.edu">sjboynto@ucsd.edu</a>       | 858-250-9409 |          |
| Bagrat James Mikhaelyan | <a href="mailto:bmikhaelyan@ucsd.edu">bmikhaelyan@ucsd.edu</a> | 818-219-3404 |          |
| Esther Qiu              | <a href="mailto:c3qiu@ucsd.edu">c3qiu@ucsd.edu</a>             | 626-295-4038 |          |
| Ke Ou                   | <a href="mailto:kou@ucsd.edu">kou@ucsd.edu</a>                 | 408-502-0346 |          |
| Tiffany Zhong           | <a href="mailto:tzhong@ucsd.edu">tzhong@ucsd.edu</a>           | 347-469-7056 |          |
| Hannah Hui              | <a href="mailto:hahui@ucsd.edu">hahui@ucsd.edu</a>             | 949-343-7191 |          |
| Eamon Aalipour          | <a href="mailto:eaalipou@ucsd.edu">eaalipou@ucsd.edu</a>       | 858-900-8458 |          |
| Martin Flores           | <a href="mailto:maf001@ucsd.edu">maf001@ucsd.edu</a>           | 707-758-6837 |          |
| You Wu                  | <a href="mailto:yow008@ucsd.edu">yow008@ucsd.edu</a>           | 858-282-8657 |          |
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## 2. Primary Means of Communication and Expectations

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- 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.
- All members should communicate peacefully without any discrimination and offensiveness.

## 3. Scheduling Meetings

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- 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.
- Team members are encouraged to join the mentor and team leaders' meeting each week.
- All team members should prepare for additional meetings if necessary.
- 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

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- All team members should respect each other without any discrimination.
- All team members should help each other and be unafraid to ask for help.
- All team members are responsible for the group's project and should put their best effort.
- 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

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

## 6. Conflict Resolution

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- 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.
- If there is conflict between team members, team leaders should make decisions based on the majority's ideas.
- If the team itself cannot solve the problem, team leaders should report the problem to TA.

## 7. Expectations of Faculty and GTA's

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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

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



10/14/2021