

## Team Working Agreement

CSE 110 Spring 2023

Creation 4/19/2023

### 1) Group Identification

Team #5

Instructor – Professor Powell, Malcolm (TA)

Team Name – PowellPoint Pundits

Team member info:

NAME:	EMAIL:	PHONE:	DISCORD:
Jacob Felts	jfelts@ucsd.edu	(760) 964-1212	Hingle McCringle#0037
Julia Poon	jupoon@ucsd.edu	(206) 412-1418	juju spoon #2826
Merrick Qiu	myqiu@ucsd.edu	(623) 419-2857	Merrick#4018
Joseph Del Val	jdelval@ucsd.edu	(760) 803-4561	doc#9372
Leo Lee	sl001@ucsd.edu	(818) 428-0837	Low3arth0rbit#2724
Yuantian Zhou	yuz187@ucsd.edu	(626) 362-8309	RayTim#0188
Alexander Tahan	atahan@ucsd.edu	(858) 291-0797	tahanihanihanihanihanihanihaha#6436
Abhimanyu Srivastava	a6srivastava@ucsd.edu	(510) 690-4570	abhiman#2858
Vivin Vinil	vvinil@ucsd.edu	(858) 333-0703	Discord: Vivin#2500
Andrew Onozuka	ronozuka@ucsd.edu	(858) 344-5737	ZR24#2903

## 2) Primary Means of Communication and Expectations

Primary Method of Communication: Slack

Communication Expectations:

- ❖ Keep slack notifications on. Respond to messages or react to them in no more than 12 hours.
- ❖ Communicate if something comes up. Stuff happens, but try to let everyone know when it does.
- ❖ Aim for at least a 24-hour notice for meetings: if the notice is given, we can start on time and need not wait.
- ❖ Be respectful of all team members.
- ❖ Do in-person meetings whenever possible-- shorter meetings may warrant zoom, but longer coding sessions should typically be in-person.

## 3) Scheduling Meetings

**Weekly Meeting:** Wednesdays, 3:00PM on Zoom

**\*\*Any additional meetings will have a 24 hour notice.\*\***

## 4) General Responsibilities for All Team Members

This element of the team working agreement is the list of rules/agreements or the contract that all members agree to live by.

Leaders: Vivin Vinil, Andrew Onozuka

Planner: Alexander Tahan

Developers: Yuantian Zhou, Abhimanyu Srivastava, Merrick Qiu, Joseph Del Val, Julia Poon, Jacob Felts

Designer: Leo Lee

## 5) Specific Team Member Responsibilities/Deadlines

Everybody will work on whatever is assigned according to their team roles, however depending on the projects we face, this may or may not be updated as to track team member's responsibilities. The primary responsibility for each team member is to commit time that is commensurate with their assigned task. Moreover, fostering a positive team environment which includes supporting and encouraging other team members is an essential responsibility.

## 6) Conflict Resolution

In the case of individual conflicts: Privately message a team leader or Malcolm. Team leaders and Malcolm will discuss the best path forward, and whether or not it needs to be addressed with the whole group. Respect each other regardless of disagreements.

The following is taken from Powell's syllabus, under Diversity and Inclusion:

*"We are committed to fostering a learning environment for this course that supports a diversity of thoughts, perspectives, and experiences and respects your identities (including race, ethnicity, heritage, gender, sex, class, sexuality, religion, ability, age, educational background, etc.).*

*We will honor and respect our classmates, abiding by the UCSD Principles of Community."*

## 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 staff, but the team will still be responsible for submitting a completed assignment. Staff will be available to meet with teams to resolve issues.

## 8) Team Signatures

NAME: Andrew Onozuka

SIGNATURE: 