

# Team Working Agreement

---

CSE110 W21

---

Creation 01/19/2021

---

## 1) Group Identification

---

**Section:** CSE110-W21 Group13

**Group name:** *Runtime Terror*

**Instructor:** Professor Thomas Powell, Sanat Bhandarkar

### Team member info

Name	Email	Phone
Jackie Li	mel001@ucsd.edu	8582038446
Patrick Chiang	pachiang@ucsd.edu	6508682321
Hemanth Battu	hbattu@ucsd.edu	5105746359
Kenneth Chen	kec001@ucsd.edu	6263608898
Jasmine Thompson	b9thomps@ucsd.edu	6507663217
Hanjie Zhan	h1zhan@ucsd.edu	6263713480
Arjun Tapde	atapde@ucsd.edu	8587745914
Ben Gu	bsgu@ucsd.edu	4085945618
Yuefeng Huang	yuh035@ucsd.edu	6692221416

## 2) Primary Means of Communication and Expectation

---

- Primary form of communication will be delivered through Slack
- Team members are required to check the announcements channel once a day
- Announcements will always be made atleast a day before any meetings will occur
- If team members have any time conflicts, it is the member's responsibility to let the leads know atleast 24 hours before the meeting
- Slack DMs work for a more privatized form of communication

## 3) Scheduling Meetings

---

- Team will agree to meet at least twice a week on Thursday and Sunday 5PM PST
- Emergency meetings may be scheduled if necessary, and will be organized through a when2meet

## 4) General Responsibilities for All Team Members

---

- Team members are expected to attend all meetings
- Deadlines are considered to be strict, but team members are expected to notify the leads if a certain deadline can't be met
- Team members should respond to DMs or any announcements within a day
- Cooperativeness is expected between those who are working together

## 5) Conflict Resolution

---

- Conflicts should be resolved between the parties involved, and Kenneth

## 6) Signatures

---

Mengxuan Li