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
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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 Communiction 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

Yuefeng H.