

# Team Working Agreement

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CSE110 W21

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Creation 01/19/2021

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## 1) Group Identification

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**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

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- 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

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- 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

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- 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

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

## 6) Signatures

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