

# 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	<a href="mailto:mel001@ucsd.edu">mel001@ucsd.edu</a>	8582038446
Patrick Chiang	<a href="mailto:pachiang@ucsd.edu">pachiang@ucsd.edu</a>	6508682321
Hemanth Battu	<a href="mailto:hbattu@ucsd.edu">hbattu@ucsd.edu</a>	5105746359
Kenneth Chen	<a href="mailto:kec001@ucsd.edu">kec001@ucsd.edu</a>	6263608898
Jasmine Thompson	<a href="mailto:b9thomps@ucsd.edu">b9thomps@ucsd.edu</a>	6507663217
Hanjie Zhan	<a href="mailto:h1zhan@ucsd.edu">h1zhan@ucsd.edu</a>	6263713480
Arjun Tapde	<a href="mailto:atapde@ucsd.edu">atapde@ucsd.edu</a>	8587745914
Ben Gu	<a href="mailto:bsgu@ucsd.edu">bsgu@ucsd.edu</a>	4085945618
Yuefeng Huang	<a href="mailto:yuh035@ucsd.edu">yuh035@ucsd.edu</a>	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**

Kenneth Chen