

Team Working Agreement

Fall 2022

CSE 110, Team 16

Creation 10/12/2022

1) Group Identification

Instructor: Thomas A. Powell

TA: Shubham Kumar

Team #: 16

Team Name: **TBD**

Group Information

Abishek Siva, asivayog@ucsd.edu

Gunwoo Kim, gukim@ucsd.edu

Chun Hang Chan, chc063@ucsd.edu

Hung-i Huang, huh004@ucsd.edu

Ziyu Wang, ziw003@ucsd.edu

Maximillian Chen, m9chen@ucsd.edu

Raymond Umbas, rumbas@ucsd.edu

Shantelle Serafin, sserafin@ucsd.edu

Tianyu Chen, tic004@ucsd.edu

Xiangyi Lin, xil176@ucsd.edu

2) Primary Means of Communication and Expectations

Team members will communicate through Slack.

Team members are responsible for staying up to date with Slack.

All team members will respond within 24 hours if a response is requested.

All team members are expected to *start early and start often*.

Treat each other nicely and respectfully.

3) Scheduling Meetings

All members will be notified at least 24 hours in advance for an upcoming meeting.

Team members will participate in weekly meetings on every Monday 12:30 PM. If you are not able to attend this weekly meeting, it is your responsibility to keep yourself up to date with what happened during that meeting.

We will also have small group meetings to update progress.

4) General Responsibilities for All Team Members

All members are expected to ask for help if you are struggling.

All members are required to keep everyone updated on the progress/changes you have made.

Respect others' time, i.e. if somebody assigns you a deadline, finish it by the deadline. If you are not able to complete the given task, notify early.

Notify the team at least 24 hours in advance if you cannot make it to a meeting.

5) Conflict Resolution

If a conflict arises, notify a team lead or a neutral third party to try and help make a compromise.

Do not use vulgar language. Stay professional.

6) 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.

7) Individual Signatures

Signature: Hung-I Date: 10/16/2022
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