

Team Working Agreement

Created: 10/14/2021

1) Group Identification

- Class: CSE 110 Fall 2021
- Group: Team 19
- Instructor: Thomas Powell
- Team Name: Big-Bytez 🍌

Team members:

NAME	EMAIL	Github page
Zhuoyu Tan	zhtan@ucsd.edu	GitHub
Nicholas Pham	nlpham@ucsd.edu	GitHub
Brian Nhieu	bnhieu@ucsd.edu	GitHub
Xi-Kai Wu	xiw069@ucsd.edu	GitHub
Peder Ditlev-Simonsen	pederdd@stud.ntnu.no	GitHub
Justin Chanthabandith	jchantha@ucsd.edu	GitHub
Nico Vanny	nvanny@ucsd.edu	GitHub
Elizaveta Pertseva	epertsev@ucsd.edu	GitHub
Reny Carr	epertsev@ucsd.edu	GitHub
Huang Yu	hyu@ucsd.edu	GitHub

2) Primary Means of Communication and Expectations

1. Slack is the primary means of communication for this project.
2. Team members are expected to make an effort to be respond and react as soon as possible.
3. Always react to messages in #Announcements.

3) Scheduling Meetings

- Meeting with TA: Monday 10:00am - 11:00am
- Team meeting: Thursday 6:30pm - 7:30pm

4) General Responsibilities for All Team Members

1. All team members have equal responsibility for creating a **positive** and **inclusive** work environment.
2. **Listen** to and **respect** all team members.
3. **Communicate**

5) Work & Admin related responsibilities for All Team Members

1. Let people know if you are unable to participate at a team meeting. Get up to speed by reading the Meeting Minutes ASAP.
2. Inform relevant team members if you are not able to meet a deadline - and do this as soon as you realize the delay.
3. Ask for help if you need it!

6) Conflict Resolution Guidelines

- All team members are responsible for resolving potential conflicts in the team.
- Try solving conflicts as early and at the "lowest level" possible. In other words, try discussing the problem with the team member(s) in question. If unsuccessful try talking to team leader, TA and, if the conflict has still not been resolved, the Professor.

7) Expectations of Faculty and TA's

1. Assign homeworks and other assignment with proper instructions and deadlines.
2. Give necessary assistance to students during working hours.
3. Support and contribute to solving team conflicts.

8) Team Signatures

