Team Working Agreement
Fall 2022
Created: Oct 16, 2022; Revised: (no revisions yet)

Group Identification
Team number: Team One
Manager: Sourabh Raja-Murali

Team members:

NAME AND NICKNAME	EMAIL	PHONE
Aleksandra (Ola) Desens	adesens@ucsd.edu	(760) 710 9053
Alf Berger Husem	ax008419@acsmail.ucsd.edu	(310) 628 8224
Delvin Bajoua	dbajoua@ucsd.edu	(619) 792 9755
Nathaniel (Nathan) Susabda	nsusabda@ucsd.edu	(626) 438 1818
Pratham Mittal	pmittal@ucsd.edu	(858) 333 0260
Sidharth (Sid) Kumar	sikumar@ucsd.edu	(669) 247 9938
Stanley Alexander Woo	tlwoo@ucsd.edu	(669) 261 0821
Vincent Liang	v1liang@ucsd.edu	(415) 336 0353
Yanxiong (Devin) Chen	yac004@ucsd.edu	(858) 539 5606
Zichen (Ash) Zhou	ziz022@ucsd.edu	(858) 333 0363

Primary Means of Communication and Expectations
- Members who have a preferred name or nickname that they would go by, will add it on slack in parenthesis after their actual/full name, e.g. Aleksandra (Ola) Desens.
- All members will be expected to read slack messages from anyone in the group on a daily basis and leave a 👍 to mark the message as read in no more than 12 hours.
- While slack is the main channel for communication, iMessage and emails are the alternative options. Any urgent communication may be held there if any team member is not reachable in Slack.

Scheduling Meetings
- All members agree to attend weekly, in-person meetings on Wednesdays at 1:00-2:00pm. If the above time becomes difficult for anyone in the team to attend, the meeting will be rescheduled to its default time, on Wednesdays at 8:00-9:00pm.
- Any additional meetings may be scheduled by any member of the team, in-person or virtually as needed. Members are not required to attend them but will do their best to do so.
- For any virtual meetings, person organizing it will post a zoom link in #general channel on slack for easy access.
- If a team member has an emergency and cannot make the team meeting, the situation is expected to be reported to team leads before the start of the meeting.

General Responsibilities for All Team Members
- All members agree to perform tasks assigned to them to the best of their abilities.
- All members agree to complete their tasks in a timely manner and communicate any issues that may impact timely delivery as soon as possible.

Conflict Resolution
- If a member is not reacting or responding to slack messages posted by other members within 12 hours from posting, the team agrees to delegate one person to send a direct message to check on that person. If the issue persists or repeats itself, the team agrees to bring it up to a TA.
- If a member is communicating the possibility of not meeting a deadline, the team agrees to help to the best of their time and abilities.
- If a member did not meet a deadline and did not reach out for help, they will get one warning before bringing the issue up to a TA.

Expectations of Faculty
If a team member fails to live up to this agreement, the situation may be reported to the staff (a TA or professor), but the team will still be responsible for submitting a completed assignment.

MEMBER FULL NAME
[Type your full name here]

Delvin Bajoua

MEMBER SIGNATURE

Delin Bajoua