

# Team Working Agreement

Fall 2022

## 1) Group Identification

**Instructor:** Thomas Powell

**Team name:** Error By Night

**Team member info:**

NAME:	EMAIL:	PHONE:	OTHER:
Richard C Heriawan	rheriawan@ucsd.edu	+1(669) 467-3067	IG:@richardchrandih
Alexander Levine	alevine@ucsd.edu	+1(650) 804-0042	none
Ben Zhang	haz039@ucsd.edu	+1(925) 336-4668	IG:@ben.zz.zzz
Alexander Towfigh	atowfigh@ucsd.edu	+1(916) 544-8526	none
Eric Chen	eyc004@ucsd.edu	+1(949) 239-5572	none
Eric Chen	erchen@ucsd.edu	+1(858) 333-0142	IG: @ericchen969
Muhan He	mude@ucsd.edu	+1(858) 842-0193	WeChat: Mhh76821
Usman Kadir	ukadir@ucsd.edu	+1(925)-768-9036	none
Zach Yuen	zyuen@ucsd.edu	+1(650) 307-8631	none
Bruce Zhou	r4zhou@ucsd.edu	+1(858)539-6888	none

## 2) Primary Means of Communication and Expectations

1. All members will be expected to check their emails, slack, etc. from anyone in the group on a daily basis and respond as soon as possible.
2. We promise to be active in terms of responding and reacting to messages from any team member.
3. Be on time for meetings and deadlines, and notify if you cannot attend the meetings.

### **3) Schedule Meetings**

1. Have weekly meetings on Wednesdays from 7 pm to 8 pm.
2. Each member is encouraged to attend all meetings whether it is in person or remote.
3. If unable to attend meeting take initiative to catch up.

### **4) General Responsibilities for All Team Members**

1. Be respectful and inclusive of others.
2. Be transparent with what you do or any concerns or mistakes.
3. Be responsible for project deadlines.

### **5) Conflict Resolution**

1. First try to resolve it between the two parties themselves.
2. If unable to resolve, consult with the team leads
3. If the problem persists after one and two, reach out to the professor and staff.

### **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) Team Signatures**

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