

HCI 440 A2: Team Working Agreement	Your team number: 2
	Last update: 09/29/2023

Meeting Availability

[For each team member, indicate usual available days and times for meetings. Standardize all times to Central (Chicago) Time. Leave unavailable times blank for easier reading of the table. Indicate days that might be suitable for meetings with a tick mark in the last row. Remove my sample text in the table before submitting. Update team member availability as needed through the quarter.]

Team Member	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Parisa	Immediately after class	N/A	N/A	N/A	11-8P	11-8P	11-8P
Alfred	Immediately after class	5:30 - 10p	N/A	5:30 - 10p	5:30 - 10p	10 - 10p	10 - 10p
Alex	Immediately after class	5:30 - 10p	N/A	5:30 - 10p	5:30 - 10p	10 - 10p	10 - 10p
Qianhui	Immediately after class	N/A	8a-4p	10 - 7p	12-7p	10 - 10p	10 - 10p
Jacki	Immediately after class	12-5:30	All day	All day	All day	All day	All day
Suitable Meeting Day(s)	After class				x 5:30p-7p	x 11a-8p	x 11a-8p

Availability Exceptions

[Note any known or anticipated availability exceptions for team members here. Remove my sample text before submitting. Update as needed.]

Alfred:

- Out of town / unavailable the weekend of October 6th (leaving the morning of October 6th and returning in the afternoon on October 9th). I will have my laptop with me, but I do not anticipate being able to join any meetings.
- I should also be able to squeeze meetings in over the lunch hour during the week if need be.

Qianhui

- Out of town from 10/7-10/9.

Jackelyn

- Can't meet Sept. 30 (this Sat)
- Will not be in class on Nov 13.

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Agreed Communication Methods

[Choose preferred communications methods for your team. Routine communications are those done a day-to-day basis, for setting up meetings, checking on progress, etc. *Examples:* Email, D2L Team Forum, text messaging, etc. Meeting communications methods are those used for team meetings. *Example:* Skype. Update as needed.]

Communication methods: Discord, Email

Meetings: Discord

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Team Behavior Expectations

[Include any logistical behavior expectations here. Two are required and listed below. Add others as desired or needed.]

Time to respond to email (hours): 24hrs

Lead time for assignment review (hours): Mondays after class (8-10pm)

Issue/conflict resolution process (optional—not required): Impromptu meeting with team.

Team Contact information

[Record team contact information here for easy reference.]

Name: Parisa Arbab

Email: Parbab@depaul.edu

Other: Discord username: parisa5002

Name: Alfred Langen

Email: alangen3@depaul.edu, alangen09@gmail.com

Phone #: 614-254-7631

Discord Username: a1fresh

Name: Qianhui Hub

Email: qtian3@depaul.edu

Phone: 773-943-0599

Discord Username: qianhuihub_43529

Name: Alexander Dinh

Email: adinh2@depaul.edu

Phone: 206-697-8168

Discord: Alex5

Name: Jackelyn Castaneda

Email: jcasta33@depaul.edu

Discord: jacki0780

Phone #: 224-864-0855