

TEAM CONTRACT

Team Members:

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1) Primary Means of Communication and Expectations

State your team's agreed upon various means of communication and expectations for response. (Example: All members will be expected to read emails from anyone in the group on a daily basis and respond in not more than 12 hours.)

- Primary means of communication: Slack
- Secondary means of communication: Email / phone
- Respond to slack messages within 24 hours

2) Scheduling Meetings (Schedule at least one meeting as part of constructing your team agreement.)

Agreed upon means of scheduling meetings. (Example: Team will agree, at the end of each class, to set any meetings times and agenda needed before the next class and beyond if possible. Team members will take turns to send out a reminder of the meeting with an agenda within eight hours after the class.)

- Tentative regular meeting: on Wednesday at 8:00pm

3) General Responsibilities for All Team Members

This element of the team working agreement is the list of rules/agreements or the contract that all members agrees to live by.

- Show up to meetings on time
- No shade
- Check slack once a day
- On due days, keep notification on
- Make sure you let the team know about your progress (if you need help, ask for it)
- Keep the slack and github organized (push to the right sections only)
- Try to participate in meeting
- Attend every mandatory meeting (Wednesday)
- Provide documentation

4) Specific Team Member Responsibilities/Deadlines (Optional)

This section may be used to record specific tasks or responsibilities particular team members have assumed.

5) Conflict Resolution

Each team should have an agreed-upon approach to addressing issues that may arise. For example, if a team member is not meeting deadlines, the team agrees to do X [specific action decided by the team] to address the problem before bringing the issue to a TA or professor.

- Individual problems: talk with each other -> team leaders -> TA/Prof
- Team wide (strike): verbal warning, written (documented), 3rd strike TA/Prof
 - Threshold yes strikes:
 - Missing 2 consecutive meetings (without letting us know)
 - Max missed meetings 3 (without letting us know)
 - Each one is a strike
 - Generally lack of communication
 - Missing (team) deadlines
 - Not communicating
 - Threshold no strikes:
 - Missing meetings but letting us know
 - Communicating why things didn't work

1) Byr Jng date 4/15/21