

Team 21 Working Agreement

CSE110 Spring 2023

Creation 04/19/2023; Revised TBA (*If revised*)

1) Group Identification

Instructor – Powell

Team Name (Optional) – Sopranos

Team member info:

Team 21
Saman Khadivar, skhadivar@ucsd.edu , Leader
Zhengyu Huang, zh013@ucsd.edu , Leader
Jun Linwu, julinwu@ucsd.edu , Developer
Justin Chiang, j2chiang@ucsd.edu , Designer
Matthew Gross, magross@ucsd.edu , Planner
Minh Nhat Duong, m7duong@ucsd.edu , Developer
Francisco Gutierrez, ffgutierrez@ucsd.edu , Developer
Gil Keidar, gkeidar@ucsd.edu , Developer
Michelle Chen, mich019@ucsd.edu , Developer
Hayden Dinh, hpddinh@ucsd.edu , Developer

2) 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.*)

- Check slack and email on a daily basis
- Try to respond as soon as possible.
- Be respectful to each other.

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

- Wed 3:00 pm (Location: Geisel/CSE Basement/Biomed)
- Sun 12:30 pm as a contingency (over Zoom)

4) 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 agree to live by.

1. The workload of group members should be evenly distributed
2. To notify other members in advance for any problems you can't solve on your own
3. To attend the weekly meetings unless notified leaders of the reasons for absence in advance
4. Response to your teammates request by the agreed deadline given
5. Leaders should post the agenda and members need to read the agenda a day before meeting
6. To be discussed

5) Specific Team Member Responsibilities/Deadlines (*Optional*)

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

6) Conflict Resolution

- If a team member is not meeting deadlines, the team agrees to first talk to the member and assess why they are unable to meet deadlines. If necessary, we will redistribute the work if the team member is unable to complete it, or give them extra support to complete it, before bringing the issue to a TA or professor
- If we have a conflict in some feature, our team should discuss in the group to determine which idea is better and everyone all agrees with the idea.
- **NO** physical conflicts are allowed.

7) 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.

8) Team Signatures (*Include signature for each student*).

A handwritten signature in black ink, appearing to read "Michelle Chen". The signature is fluid and cursive, with the first name "Michelle" written in a larger, more prominent script than the last name "Chen".

Date: 04/20/2023

Name: Michelle Chen