

CSE 110 - Team Contract

Team Information

Term: Spring 2024

Team ID: 35

Expectations

1. Notify the leaders for expected absences for meetings.
2. Responsible for catching up to the missed meetings afterwards in some way.

Means of Communication

1. Slack for the offline communication.
2. Zoom for the online meetings.
3. No in-person meetings unless necessary. Sit together if possible during lectures.

Scheduling Meetings

1. 1:30PM - 2:30PM every Sunday on Zoom
2. Follow-up meetings with leaders individually for people who can't make it.

General Responsibilities for All Team Members

1. Do not **procrastinate**.
2. Effective and efficient communication.
3. Show up to the meetings.

Conflict Resolution

1. Private message between team members for small conflicts.
2. If escalation needed, message leaders.
3. Leaders escalate to TA if they can not resolve it either.

Signature: *Allen Zhang*
