

# CSE 110 - Team Contract

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## Team Information

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Term: Spring 2024

Team ID: 35

## Expectations

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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

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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

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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

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

## Conflict Resolution

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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: *Shota Yasuraoka*

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