

RIVER Group Contract
Spring 2021
Creation: April 10th, 2021

1. Group Identification

Team 7\
Team Name: RIVER\
TA: Jordan Gassaway

2. Team Member Info

| Name: | Email: | Phone: | Weekly Hours: |
|-----------------|-------------------|--------------|---------------|
| ----- | ----- | ----- | ----- |
| Yuzi Lyu | yul134@ucs.dedu | 978 457 6645 | 10-15 |
| Noah Teshima | nteshima@ucsd.edu | 858 888 5510 | 10-15 |
| Alvin Wang | acw011@ucsd.edu | 510 984 8499 | 10-15 |
| Brett Herbst | bherbst@ucsd.edu | 361 960 2288 | 10-15 |
| Rachel Doron | rdoron@ucsd.edu | 858 261 8505 | 10-15 |
| Zhiyuan Zhang | zhz018@ucsd.edu | 858 900 4739 | 10 |
| William Chung | wchung@ucsd.edu | 714 696 4702 | 10-15 |
| Thanh Tong | ttong@ucsd.edu | 909 551 9355 | 10-15 |
| Katherine Baker | klbaker@ucsd.edu | 818 397 1106 | 10 |

3. Primary Means of Communication

- Discord server for team meeting
- Zoom room if there are members absent
- Slack for regular updates
- Email for emergency

4. Expectations

- Respect your teammates
- Good and timely communication
- Schedule before time, be aware of the availability of fellow teammates
- Emphasize time management, plan ahead
- Contribute your part
- Show up on time, let your teammates know if you can't make it to the meeting
- Don't hesitate to ask for help
- Be open to help, be open to others
- Fair and equal work distribution
- Take initiatives

5. Special Team Member Responsibility

- Read the meeting minutes before the meeting
- Make sure you finish your TODO before next meeting or the due date whichever comes first

6. Conflict Resolution

- Be open to other people's opinion

- Talk it out
- Take a step back, or have a neutral third party (Yuzi/Zhiyuan -> TA -> Professor)

7. Expectations of faculty and GTAs

- 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. Signature

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