

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:
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Brett Herbst	bherbst@ucsd.edu	361 960 2288	10-15

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

Brett Herbst