

rules.md

Group Contract

Winter 2021

Creation 01/18/2021

CSE 110, Thomas A. Powell, Team 7: Ash Ketchup

Contact Information

- Uposhanto Bhattacharya, [Email](#)
- Trevor Tsai, [Email](#)
- Ryan Bui, [Email](#)
- Qingyuan Zhang, [Email](#)
- Farheen Ansari, [Email](#)
- Yueqi Wang,[Email](#)
- Elaine Ha, [Email](#)
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Team Expectations

- Fulfill responsibilities on time
- Treat colleagues in a respectful and considerate manner
- Contribute to and keep up with timely team communication
- Make a good faith effort to contribute to the betterment of the project
- Fulfill assigned duties in a timely and competent manner
- Openly communicate within the team
- Let team leaders and fellow members know about delays or other conflicts
- Be flexible about assignments
- Help others if necessary

Primary Means of Communication

Every teammate is responsible for responding to Slack messages and/or email communications in a timely manner (12 hours).

Conflict Resolution

If a team member is not meeting his/her responsibilities, the team agrees to resolve the conflict in the following sequence:

- 1. Team leader reaches out to person failing to meeting expectations
- 2. Team leaders may choose to discuss this in the public meeting so everyone's on the same page.
- 3. If there is still no improvement, the team can bring this to the attention of staff.

Scheduling Meetings

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1/18/2021

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In scheduling meetings, the team leaders will:

- Inform the team in a timely manner of upcoming meetings
- Make a good faith effort to schedule meetings to suit the members' schedules
- Limit the number of meetings only to what is necessary and convenient
- Direct meetings in a timely manner with a clear and direct purpose And the team members will:
- Respond promptly to team leader communications about scheduled meetings
- Let team leaders know promptly about any conflicts or inabilities to make the meeting
- Make a good effort to come to and actively participate in the meetings

Our weekly meetings will be Saturday's at 3:00PM PST.

Team Signatures

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