

1) Group Identification

Class: CSE 110 - Software Engineering
Instructor: Thomas A. Powell

Team Member Information:

NAME	EMAIL	PHONE
Enrique Gan	egan@ucsd.edu	(818) 427 7585
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Andy Young	a7young@ucsd.edu	(808) 218 8306
Allen Zou	alzou@ucsd.edu	(713) 898 6610

2) Primary Means of Communication and Expectations

Primary form of communication: Slack

- Keep Slack notifications on or check up on the channel at least once a day.
- Respond with an emoji on important posts within 24 hours of posting.
- Respond with reply to @/@everyone or direct messages within 24 hours of posting.

Discussing project issues:

- Post project related issues on GitHub Issues within the repo.
- Discussions about existing issues take place on the #github-issues channel in Slack.

3) Schedule Meetings

Weekly Meetings: Fridays, 4:00pm to approximately 5:00pm. We will also have casual meet-ups at various times to get to know each other better.

4) General Responsibilities/Values for ALL Team Members

- Prompt/proactive communication through Slack or Github. Acknowledge communications with reactions (comments, emojis, etc.) for important posts.
- Be honest and transparent about your tasks current/upcoming events.
- Respect each other's time. If it's an emergency, Slack's force notification or text messages can be used. Otherwise, try to get back to people within 24 hours.
- At the beginning of each weekly meeting, everyone is expected to share an update/status report on progress, issues, accomplishments, etc. Updates are to keep everyone on the same page.
- If you're stuck, ask for help! Someone might know the answer and speed the troubleshooting up. We are still learning and no-one is expected to be a pro, the better we can communicate road blocks the easier we can overcome them.
- Be a team player. Show fair and honest effort. To succeed, we all have to do our part. Complete tasks on time and to the best of your ability.
 - a. If you are unable to complete a task, communicate with the team so that we can accommodate—the sooner the better while the issue is small.
 - b. Please don't procrastinate.
 - c. Lend a helping hand when someone is reaching out for help.

5) Conflict Resolution

1. Group Conflict Resolution:
 - a. Majority vote (5/9 required) to reach consensus on decisions regarding components of the project.
2. Personal Conflict Resolution:

If the individuals still have not come to an agreement, then we proceed to the next step.

 - a. Direct private communication through Slack
 - b. Zoom Meeting (Minimum: 15 minutes)
 - c. Zoom Meeting with Sim
 - d. Zoom Meeting with Professor Powell

6) Expectations of Faculty and GTA's

If a major conflict issue arises, reach out to Sim.

7) Signature

Annika Hatcher:

