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

Allen Zou