

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

1. Group Identification

Team 7

Team Name: RIVER

TA: Jordan Gassaway

2. Team Member Info

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Name	Email	Phone	Weekly Hours
Zhiyuan Zhang	zhz018@ucsd.edu	8589004739	10 hours

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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

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3. Primary Means of Communicaiton

- 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

Zhiyuan Zhang