

Creation: 01/18/2021

### 1) Group Identification

Team Number - 30

Instructor - Thomas Powell

Manager - Chad Hayen

Team Name - Team-ato

Team member info:

NAME	EMAIL	PHONE	PRIMARY ROLE / ALT.
Muhammad Z Khan	mzkhan@ucsd.edu	(424)426-9103	Coordinator - Dev/Build/Test
Xavier	ktan@ucsd.edu	(310)962-6180	Coordinator - Plan /Design/ Dev
James Zhao	jjz005@ucsd.edu	(415)259 8170	Dev / Documentation
Ivan Robles	ilrobles@ucsd.edu	(559)201-3223	Planning / Designing / Testing
Yash Shah	ynshah@ucsd.edu	(201)759-3766	Designing / Building
Haaris Waleh	hwaleh@ucsd.edu	(858)382-2105	Designing / Dev
Luke	mrdutta@ucsd.edu	(714)277-8426	Building / Testing

### 2) Primary Means of Communication and Expectations

All members will be expected to read emails and check general slack messages and direct messages from anyone in the group on a daily basis and respond in not more than 10 hours.

### 3) Scheduling Meetings

Meeting with Chad: Thursdays, 2:00pm - 3:00pm

Team Meeting: Sundays or Saturday

Stand-up Meeting: TBD

#### **4) General Responsibilities of All Team Members**

- If a member can't make it to a meeting, they must inform the team 3+ hours ahead.
- Follow through with completing assigned tasks in time.
- Communication is key: If you are struggling with your responsibilities, talk about it.  
Don't hide information and don't be afraid of failure.
- All other members should not berate others for making mistakes, be respectful of others.
- Feel free to ask for help, especially if you're are facing large difficulties
- Be open to giving/receiving **constructive** feedback.
- Document all meetings in the github repository, including important direct messages, asynchronous meetings, and full group meetings.
- Feel free to consider changing roles if that helps the team.

#### **5) Specific Team Member Responsibilities**

Refer to team member info for specific team member roles.

Developer:

Coordinator:

Designer:

#### **6) Conflict Resolution**

- Try to keep conflicts to a minimum
- Speak up when you are uncomfortable with something
- Resolve problems/disagreements as a group if needed.

- Don't attack others; don't bring your arrogance to the team.

#### **7) Specifications of Faculty and TA's**

- Try to resolve any issues internally; if not, seek help from the team; if not, seek help from TA; if not, seek help from the Professor.

#### **8) Individual Signature**

I attest that I have carefully read through the above contract and will try to abide by it to the fullest.

A handwritten signature in black ink, appearing to be 'Kam' followed by a long, sweeping flourish.