

# Team Expectations Agreement<sup>1</sup>

When working in a team, problems occasionally arise. One source of problems is the differing expectations of team members. For example, one person may think that an email response should come within 2 hours, while another may think that 2 days is acceptable.

This document will serve as a guideline while working on establishing team expectations. In the space below, write down the list of agreed upon guidelines that your team intends to follow. Include guidelines for the following:

- **Methods of communication** (email, phone, messenger, text, ...)
- **Communication response times** (email, phone, messenger, text, ...)
- **Meeting attendance** (when to meet, whether all meetings are mandatory, ...)
- **Running meetings** (when, where, face-to-face vs. online, who takes minutes, ...)
- **Meeting preparation** (whether preparation is needed, what to prepare, ...)
- **Version control** (what to/not to commit, content of log messages, ...)
- **Division of work** (how to divide work, who will decide who does what, ...)
- **Submitting assignments** (when to submit, who will submit, who will review the submission, ...)
- **Contingency planning** (what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, ...) We suggest that in these cases, a team promptly seeks help from the instructor. It is important not to let such situations escalate.

The list above is just meant to get you started. If you had any team problems in the past, think about what went wrong and how expectations can be set to prevent those types of problems.




*(Continued on the other side.)*

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<sup>1</sup>Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.

## Team Guidelines (continued)

We accept these guidelines (written in the page 3 of this document) and intend to fulfill them (sign below):

Name (print)	Signature	Date
Prabhkrit Singh		10-10-2025
Samarjeet Singh Arora		10-10-2025
Mohammad Areeb		10-10-2025

At the time when you will submit the sprint 0 materials, please submit this document as well. In the event of team disagreements, you may be asked to show this form to your instructor.

## Team Guidelines (continued)

Please write down your guidelines in this page.

### Method of Communication:

Text messages will be used as primary method of communication.

Prabhkrit: 647-394-1737

Areeb: 647-617-4936

Samarjeet: 647-545-4752

Communication Response Time: Members are expected to respond in 1 hour.

Meeting attendance: Meet every Friday, all meetings are compulsory.

Running meetings: 2-5 pm every Friday, Scott Library, face-to-face.

Meeting preparations: Preparation of concepts is needed, progress report.

Version control: Commit schema: [date;person;description]

Division of Work: Divided based on expertise:

Prabhkrit: Front-end(Using MERN)

Areeb: Back-end (Using Java & its framework)

Samarjeet: Database (Using MongoDB or MySQL)

Submitting Assignments: Submit on Due-date after multiple reviews by each member.  
Submitted by: Mohammad Areeb

### Contingency Planning:

If a team member drops-out then, he/she won't get any credit or marks from our group.

If a member misses meeting, they will be reported to the instructor & upon 3 repeats they will be removed from the group.

Academic Dishonesty will be taken seriously in the group, being directly reported without any warning.