

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

Team work isn't always easy. 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. But when teams work and communicate well, the benefits more than compensate for the difficulties

A first team meeting, create a Team Expectation Agreement. In the space below, put down the list of agreed upon rules and expectations you agree as team to adopt. Include guidelines for the following:

- methods of communication: Slack (If that doesn't work, Zoom), Instagram group chat.
- communication response times: By end of day
- meeting attendance: Monday, Wednesday Friday, attendance is mandatory unless team is notified ahead of time.
- running meetings: Evenings online, we all take minutes.

[https://docs.google.com/document/d/1tAuYFfw2nrplHIPQQ5Y\\_jNW1stOmCxhsS-Yhwc8PXHw/edit?usp=sharing](https://docs.google.com/document/d/1tAuYFfw2nrplHIPQQ5Y_jNW1stOmCxhsS-Yhwc8PXHw/edit?usp=sharing)

- meeting preparation: Regular standup preparation, unless we decide there is more needed.
- version control: commits don't matter on personal branches, squash into one commit when merging. Keywords: fix or new feature, make it clear briefly.
- division of work:
- submitting assignments: Decide who submits during each sprint, 2 reviewers per final commit.
- contingency planning: Contact instructor if 2+ drop the course. To avoid academic dishonesty, the first resort if you are not able to solve a code problem is to ask the team. Reach out to instructor if a team member has repeat offences.

The list above is just to get you started. Feel free to modify as you wish. Make your expectations fairly thorough without being unrealistic. 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.

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We accept these guidelines and intend to fulfill them (sign below):

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XinYi Hu

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.

