CSCD01 Team Expectations Agreement[1]

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.

In this class, your team will begin to work together by first 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 deliverables (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.

Method of communication: Facebook Messenger group chat

Communication response time: Within the day

Meeting attendance: Thursdays after class, all meetings are mandatory, location will be wherever we find space

Running meetings: Meetings will either be run face-to-face or, in dire circumstances, over Discord. The member in charge of taking minutes will be in rotation (order: Ajay, Derek, Alex, Bilal), and the notes will be taken on a shared google doc file.

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[1]Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.

Version control: There are no rules on what can be committed, if the code is broken but you just want to save for the day that is totally fine, but do not push broken code. The log messages should be informative, so please include what was changed from the previous commit, and if committing a piece of code that does not work, start the log message with "WIP - " to indicate it is a work in progress.

Division of work: We will all decide together what work will need to be done at a time and who will be responsible for what, with decisions being made with unanimous vote.

Submitting deliverables: Ajay will be in charge of submitting the final versions of the deliverables, but all deliverables must be reviewed by all team members before submission. Ideally we will want to have everything ready for submission a full 24 hours before the deadline.

Contingency plan: In case of minor emergencies with scheduling problems, we will simply reschedule. In case of major emergencies, such as a team member not being able to complete a certain task or dropping out, we will keep close documentation on every teammates progress and work responsibilities so the remaining members will be able to pick up and complete the task by dividing as equally as possible.

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

Ajiteshwar Rai _____   Derek Nguyen _____

Alex Green _____   Bilal Khan _____

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Review the guidelines with your TA. Make a copy for the team and submit the agreement to the TA. In the event of team disagreements, you may be asked to show this form to your TA or instructor.