Team Andromeda

CSCC01 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.

To start off the project, your team will establish 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, ...) → Slack
- communication response times (email, phone, messenger, text, ...) → within the day
- regular meeting times, Tuesdays 2-4pm
- meeting attendance (when to meet, whether all meetings are mandatory, ...) ~~online and~~ 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, ...) mutual decision
- submitting work (when to submit, who will submit, who will review the submission, ...) whenever a member is done their part
- contingency planning (what if a team member drops out, what of a team member is sick for a significant period of time, 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 team TA or 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.

— commit: log messages should have their name and what they have changed in the files

— meetings: Ralph will be taking minutes of the general meetings — each meeting is mandatory.

— communication: on slack, ~~also~~

— response time: within the day (because some members are busy with their other courses)

(Continued on the other side.)

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

Team Guidelines (continued)

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

Dhot   _Keli Cey_

Joron   _Suf._

Suharlah Rahman

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.