

# 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
Giuseppe D'Orazio		03/10/25
Victoria Bolognese		03/10/25
Ravneet Deol		03/10/25
Araz Manouchian		03/10/25

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.

Main method of communication: Discord

Emergency contact: Phone number

Communication response times: Discord should be checked daily

Meeting attendance: Once a week mandatory for all members

Running meetings: Usually online on discord calls, depending on circumstances

Meeting preparation: Members agree on some preparations

Version control: Commit when you have a functioning feature with a clear description of what the feature does

Division work: Collectively discuss and divide the components of features equally between all members

Submitting assignments: Members will agree on who will submit depending on the circumstances, making sure that it's submitted several days before the deadline. The rest of the members will review the submission before the deadline closes.

Contingency: if a team member drops out, consistently misses meetings or is academically dishonest, the rest of the team members will speak to the instructor.