Team Expectations Agreement1

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 tutorial, your team will work 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, text, discord)
- communication response times (Once a day)
- meeting attendance (we will meet in school after class)
- running meetings (face-to-face after class in school)
- meeting preparation (just prepare all the questions)
- version control (when meet bugs then push it to bug timeline and also add problem log)
- division of work (I will do UX UI design and Aaron will determine all the coding we together will determine some area that we do not know)
- submitting assignments (I will submit the assignment and Aaron and I will together run a meeting to review it we will make sure to submit before deadline)
- contingency planning (if any thing happens we will let professor know) 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.

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