

Team Expectations Agreement

When working in a team, problems can occasionally arise due to differing expectations among members. For instance, one person may expect an email response within 2 hours, while another might consider 2 days acceptable. To avoid such issues, it's essential to establish clear team expectations. Below is a list of guidelines that our team agrees to follow:

1. **Methods of Communication**
 - Preferred platforms: whatsapp and zoom.
2. **Communication Response Times**
 - Within 5 hours during the day
3. **Meeting Attendance**
 - Meetings are held weekly on Fridays around 2pm or Saturdays
 - Attendance is mandatory unless a valid reason is provided in advance.
4. **Running Meetings**
 - Meetings will be held online via Zoom
5. **Meeting Preparation**
 - Members must review the agenda and bring any work assigned beforehand
6. **Version Control**
 - Only tested and complete code will be committed.
7. **Division of Work**
 - Decisions on work distribution will be made collaboratively duringg the weekly meetings
8. **Submitting Assignments**
 - Everyone is responsible for having their part done and letting other group members know to check at least a few hours before the deadline.
9. **Contingency Planning**
 - If a team member consistently misses meetings or drops out, the team will notify the instructor for further steps. The team is only 3 people so the team member must notify the team as early as possible if they are thinking of dropping the course.

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