

# 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.

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, messenger, text, . . . )
  - Communication over Discord
- communication response times (email, phone, messenger, text, . . . )
  - Within 48 hours
- meeting attendance (when to meet, whether all meetings are mandatory, . . . )
  - Meet every week during Lab02 Session (Wednesdays, 1PM)
  - If more time needed, also meet during Lab01 Session (Wednesdays, 11:30AM)
  - If more time needed, we also meet virtually on Discord on an as need basis
- running meetings (when, where, face-to-face vs. online, who takes minutes, . . . )
  - In person meetings during lab times
  - Online meetings through Discord call
- meeting preparation (whether preparation is needed, what to prepare, . . . )
  - TBD case to case basis
- version control (what to/not to commit, content of log messages, . . . )
  - Include log messages on each commit, keep neat documentation
- division of work (how to divide work, who will decide who does what, . . . )
  - Unanimous agreement of work division
- submitting assignments (when to submit, who will submit, who will review the submission, . . . )
  - Submit before deadline
  - Review submission as a group prior to submitting
- 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.
  - Equally divide their work with the rest of the members and meet with the professor.

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

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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.

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<sup>1</sup> Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.