

# 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
Aniket Saini	<i>Aniket S</i>	9th Oct 2025
Manas Agrawal	<i>Manas Agrawal</i>	9th Oct 2025
Prit Tandel	<i>Prit Tandel</i>	9th Oct 2025
Vansh Madan	<i>VAnsh M</i>	9th Oct 2025
Zyan Mulla		9th Oct 2025

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.

## Communication

- Use dedicated tools like Discord, email, WhatsApp, or phone for timely communication.
- Create a shared Discord server or chat with an invite link included in your project documentation.
- Share contact info within the team to ensure availability during critical project phases.

## Project Management

- Register team on GitHub and Trello early for version control and task tracking.
- Use Trello boards to manage user stories, sprints, and progress updates.
- Assign clear roles and responsibilities tailored to members' strengths and interests.

## Collaboration and Contribution

- All team members should contribute approximately equally to avoid penalization.
- Regularly update the team on your progress and blockers during stand-ups or meetings.
- Encourage peer reviews and collaborative debugging to maintain code quality.

## Documentation

- Keep all team details, including member roles, contacts, and communication channels, documented in the repo.
- Document design decisions, user stories, and sprint outcomes thoroughly.
- Maintain clear commit messages and documentation for all code changes.

## Conflict Resolution

- Address conflicts quickly and constructively via open team discussions.
- If issues persist, escalate to the instructor or TA for guidance.