

# 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
Noah Skinner		2025-10-02
Ignacio Doria Oberman		2025-10-02
Darren Drew		2025-10-02
Matthew Azuero		2025-10-02

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.

**METHODS OF COMMUNICATION:** We will communicate primarily over discord, using our designated server for this project. It is expected that, if pinged, you will respond within 24 hours.

**MEETINGS:** Standup meetings will occur twice a week via discord and will be mandatory. If one can't make it for any reason, they will be sent a summary of the meeting discussion. Standups require no preparation. Work meetings will occur once weekly and will require everyone to provide a brief document detailing what they have done and left undone throughout the week.

**VERSION CONTROL:** We will keep all log/commit messages appropriate. We will keep a comprehensive .gitignore that will include sensitive files such as API keys.

**DIVISION OF WORK:** Broader roles (frontend/backend, etc.) will be established early in the project. Sprint goals will be assessed with each sprint. Chunks of those goals will be established at weekly meetings.

**CONTINGENCY PLANNING:** If a member of the group fails their duties in any way, the instructor will be promptly contacted to help us resolve the issue. In the meantime, their duties will be delegated to other group members.