Team Expectations Agreement[1]

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.
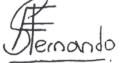
The list above is just meant to get you started. If you had any team problems in the past, think about what went wrong and how expectations can be set to prevent those types of problems.

(Continued on the other side.)

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[1]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 (DD/MM/YYYY)
Ali Nategh	A l i N a t e g h	08/10/2025
Mohammed Ashraful Islam	Mohammed Ashraful Islam	08/10/2025
Sathmi Kurukulasooriya	**Sathmi Kurukulasooriya**	08/10/2025
Shaun Fernando	*Fernando*	08/10/2025

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.

- **Methods of communication** - Either Discord or WhatsApp for basic communication and Trello to seek division of tasks and overall project/sprint progress. (Using Phone calls/Messages for emergencies)

- **Communication response times** - A.S.A.P. for Phone calls/Messages and within the day for Discord and within 6 hours for WhatsApp

- **Meeting attendance** - Meetings after class physically (2x a week) with any present members and *at least 1 Mandatory meeting per week* for all members.

- **Running meetings** - Preferably physical meetings, but Online (Primarily via Discord) is also accepted.

- **Meeting preparation** - Minutes will be taken by 1 member and last meetings minutes' summary will be the starting point for this week.

- **Version control** - Commit concise & clear logs with everything you do/commit. Code review done by another member. Always!

- **Division of work** - Discussed during each meeting, either based on member skill set or proficiency/knowledge.

- **Submitting assignments** - Always submit as early as possible where each submission will be review by at least one other member excluding the submitted member.

- **Contingency planning** - If a team member constantly misses meetings, shows no support or performs academic dishonesty, try to convince them to change but seek help from the instructor if it fails.