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.
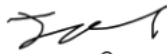
(Continued on the other side.)

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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
Jason Deng		Oct 7, 2025
David Oredina		Oct 7, 2025
Alice Luong		Oct 7, 2025
Ejaaj Ahmed		Oct 12, 2025
Brandon Cusato		Oct 12, 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.

EECS 3311 - Group AU

Alice, Ejaaj, Jason, Brandon, David

Method of communication: Discord channel/discord group.

Communication response times: Ideally respond within a day or two.

Meeting attendance: Meet on discord call unless otherwise planned meeting in-person, meetings will be mandatory unless specified otherwise.

Running meetings: Meetings will be run at **consistent week to week** specified times where all members can attend, unless specified otherwise.

Meeting preparation: For weekly standups, make sure you clearly explain what you did today, and any blockages that need to be addressed.

Version control: The main (master) branch will be the primary branch where our "production" code will be. This means that any features you decide to work on, you will have to create a new branch, be branched off the main branch, and PR must be submitted accordingly to merge to the main branch. Ensure each commit message clearly indicates the following:

1. Why you're committing
2. Use present tense

e.g "add authentication to existing website"

Division of work: Each person will get an equal number of tickets or features to work on, specified on Trello. Depending on each member's experience and preference of work, it can be divided accordingly as well.

Submission of assignments: One member will be assigned to submit work. Work will ONLY be submitted if all members approve of the work to be submitted.

Contingency planning: If a member drops out, their work will be split evenly across remaining team members. If a team member continues to fail to attend meetings, their name will be removed from the group. Any academic dishonesty will be subject to removal from the group as well.