Team Expectations Agreement

Communication

- **Methods of communication:** (email, phone, messenger, text, etc.)
  - Rebecca John: Phone(Urgent), WhatsApp, Email
  - Amir Abdollahzadeh Phone(Urgent), WhatApp, Email
- **Communication response times** (email, phone, messenger, text, etc.)
  - Rebecca John: Phone(1 - 2 hours), Whatsapp (24 hours), Email (24 - 48 hours)
  - Amir Abdollahzadeh Phone(1-4 Hours), Whatsapp (24 hours), Email (24 - 48 Hours)

Meetings

- **Meeting attendance** (when to meet, whether all meetings are mandatory, etc.)
  - Rebecca John: Tuesday [8 PM]
  - Emmanuel Ideho: available on Monday and Tuesday mornings
  - Amir Abdollahzadeh: Monday, Wednesday, Friday evening. Tuesday, Thursday Morning.
- **Running meetings** (when, where, face-to-face vs. online, who takes minutes, etc.)
  - WhatsApp call
  - Zoom
  - Occasionally In-person [midway or towards the end]
  - ON DEADLINES BE AVAILABLE
- **Meeting preparation** (whether preparation is needed, what to prepare, etc.)
  - Parts that we split
  - Updates on what is done and what is remaining

Work Management

- **Version control** (what to/not to commit, content of log messages, etc.)
  - Create a separate branch to work on your parts
  - ONLY merge after you get approval from the team
  - Document what you are doing
- **Division of work:** (how to divide work, who will decide who does what, etc.)
  - Will be decided in unison
  - Everyone will do a bit of everything [backend, frontend]
  - Any documentation for a specific part will be handled by whoever is responsible for that part
- **Submitting assignments:** (when to submit, who will submit, who will review the submission, etc.)
  - Whoever we decide at the time will submit
  - For each sprint add the division of work to keep things fair and transparent
  - All of us will review the project

Contingency Planning

- **What if a team member drops out?**
  - 4 days notice
- **What if a team member consistently misses meetings?**
  - Keep the TA & Professor in loop
  - Missing meetings and is not responsive
- **What if a team member is academically dishonest?**
  (In these cases, a team should promptly seek 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.

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

Name	Signature
Rebecca John	*Rebecca John*
Amir Abdollahzadeh	
Emmanuel Ideho	*Emmanuel Ideho*

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.