

Team Expectations Agreement

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. In this tutorial, your team will work 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, . . .)

- Discord server
- Email
- Phone (if not responsive)

Communication Response Times (email, phone, messenger, text, . . .)

- Discord/email response times are expected to be at most 1 day
- If unresponsive, we'll have phone calls and are expected to be picked up within 1-2 hours

Meeting attendance (when to meet, whether all meetings are mandatory, . . .)

- 9:30am meetings weekdays
- All meetings are mandatory

Running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)

- Discord @ 9:30am
- We will record own minutes and post in a specific text channel on discord

Meeting preparation (whether preparation is needed, what to prepare, . . .)

- Minimum preparation includes: knowing what you're working on, what you will be working on, problems you have and what kind of assistance is needed

Version control (what to/not to commit, content of log messages, . . .)

- Only commit code that does compile
- Can include unfinished code
- When working on new feature, make a branch that points directly to master
- Log messages: descriptive as possible
- Follows convention stating "this commit will.." and includes number related to tasks on Jira

Division of work (how to divide work, who will decide who does what, . . .)

- Ideally equally divide work based on method we use to estimate metric of each ticket
- Decide as a group together

Submitting assignments (when to submit, who will submit, who will review the submission, . . .)

- Last commit should be completed an hour before the due date time
- The team will review submissions together by going through a testing suite
- Review sessions could be streamed on discord

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.

- If missing meetings consistently, contact team member through phone calls and address the issue
 - If problems continue, team will seek help from prof
- If team member drops out, we will let the prof know immediately
- If team member is academically dishonest, we will contact the prof

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

A stylized, cursive handwritten signature in black ink, featuring a large loop at the top and a long, sweeping stroke extending to the right.

(Farhan Chowdhury)

A handwritten signature in black ink that reads "Victor" in a cursive, slightly slanted script.

(Victor Guo)

A handwritten signature in black ink that reads "Kevin" in a cursive, slightly slanted script.

(Kevin Oh)

A stylized, cursive handwritten signature in black ink, featuring a large loop at the top and a long, sweeping stroke extending to the right.

(Renzo Reyes)

A handwritten signature in black ink that reads "Ian" in a cursive, slightly slanted script.

(Ian Gu)

