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.

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, . . .)
- 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.

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Methods of communication: Discord or by phone if a person is unresponsive or in emergency.

Communication response times: Respond within 24 hours.

Meeting attendance: 8pm every even numbered day. Everyone should attend all meetings, but exceptions will be made. Every person should attend all meetings unless valid reason is given for absence.

Running meetings: Online on discord.

Meeting preparation: Summary of work done from previous meeting to current meeting and possible future planning.

(Continued on the other side.)

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[1] Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.

Version control: Content of logs include name and specifics on what was done, commit to individual branches, merge once 2 people check.

Division of work: Evenly distributed based on what work people would prefer.

Submitting assignments: Submit a few days before the deadline, everyone will review the submission before submitting. Whoever is responsible for the given part submits; if no specific person, then decide based on which person would be best.

Contingency planning: If someone drops out, split the work they had amongst the remaining members evenly. If someone keeps missing meetings, talk to them and eventually a TA if necessary.

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

Brandon Timm

Lida Xia

Cory Heisterberg

Ruxiao Li

Shengjie Zou

Sifeng Wang

Honglei Song

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.