

# CSCC01 Team Expectations Agreement<sup>1</sup>

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.

To start off the project, your team will establish 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, ...)
- regular meeting times,
- 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 work (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 is sick for a significant period of time, 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 team TA or 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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(Continued on the other side.)

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<sup>1</sup>Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.

Team Guidelines (continued)

Methods of Communication: Discord Primarily, messenger if needed for direct messages

Communication Response Times: 5 hours with some leniency. 24 hours with no response is grounds for questioning

Regular Meeting Times: Wednesday afternoon (1pm-3pm but only one hour needed)

Meeting Attendance: At regular meeting time, preferably at booked library room, or other quiet space for discussion.  
Weekly meetings mandatory, any extra meetings within the same week are not.

Running Meetings: Face to face, Chedy Sankar records meetings/keeps time

Meeting Preparation: What has been done, What still needs work/completion, What will be assigned next. Bring laptop

Version Control: Don't commit IDE files, and team agrees upon using common gitignore for the specific language(s)

Division of Work: Self assigned with full group agreement. Omar Chehab will assign any unhandled tasks

Submitting Work: Work will be submitted 24 hours before due date, allowing for a day of complete peer review. Dayde Reid, unless otherwise advised for the week, will submit the finished sprint

Contingency Planning: Dropped Course: Work to be re-distributed evenly, and prof / TA will be notified.

Prolonged Sickness: If any team member has an obstruction preventing the completion of work on time, he must notify the team as early as possible and specify what work/tasks may not reach completion (allowing team members to potentially have those tasks completed before the deadline)

Consistently Misses Meetings: They will be notified of having missed team meetings, and consistently doing so is grounds for notifying TA/Prof

Academically Dishonest: If work is not simple enough to cite, and has been clearly copied from another source, TA/Prof will be notified

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

Dayde A. Reid

Chedy

Omar

Julia Garcia

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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.