

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

Communication response times (email, phone, messenger, text, . . .)

In 24 hours(consider different time zones)

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

Meetings twice every week, Thursday night and Sunday. More meetings throughout the week if necessary.

Meeting availabilities: Thursday Night, Friday, Weekend

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

Discord, during group meetings (see above).

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

- Collect the problems encountered in own work
- Give an overview on what work was completed since the last meeting
- Give an overview on what work is remaining to do
- Ask for help when needed

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

- Commit titles must be meaningful
- Follow Git flow
- Commits in feature branches can be minor updates
- Merges to develop branch must be mostly deployment ready
- Merges to master branch must have well integrated features, and have done extensive testing on the code

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

There should be a meeting at the beginning of every sprint to determine how to assign work.

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

- A different person will test someone's code
- After testing, fix bugs if necessary
- Before submission, everyone reviews code formatting and documentation
- Only when everyone is satisfied, can the code be submitted

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.

- Assign the extra work to the remaining group members equally
- Seek help from the instructor

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

Jiayu (Josiah) Lu
Yuanqian (Richard) Fang
Jiazheng (Kevin) Li
Siyang (York) Chen
Dezhi (Geralt) Ren

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.