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.

Methods of Communication:
    Primary: Discord Server Message
    Secondary (If urgent): Text Message (refer to team.md)

Communication Response Times:
    Primary: Within 3 hours of initial message or server mention
    Secondary: Within 20 minutes, used only for urgent issues, or reminder that an individual is late for a scheduled meeting

Meeting Attendance:
    Attend TUT04 each week, in order to be able to discuss any project related tutorial material given
    Minimum 1 complete group meting after tutorial to discuss sprint progress and any potential issues that have arisen
    Daily scrums for the entire week will be scheduled on Sunday to accommodate team member schedules
    Other meeting may be scheduled, up to the discretion of team members and urgency

Running Meetings:
    All team members will be given an opportunity to discuss any issues, including but not limited to: anything preventing completion of their work, design change requests, additional info fathered from lecture/piazza, etc.
    Meetings will take place online, on the discord server dedicated to the course final project
    Team members will discuss work completed, and discuss how this work will be committed

Meeting Preparations:
    Team members must be able to discuss the work they have completed up until the meeting
    Address potential commits to GitHub repository, to master branch or personal branch

(Continued on the other side.)

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

Version Control:
    Master branch commits will take place during meetings, after it is discussed what has been changed, what must be merged, and merge conflicts have been solved
    Personal branch commits can be done whenever needed, preferably whenever a large unit of work is completed to allow teammates to view before any further changes to master
    Log message must indicate a brief description of what has been completed, what has been added or removed, and that the merge conflict was handled in a discussion

Division of Work:
    Work will be divided at sprint meetings in which the product backlog is created
    Each team member will be given the opportunity to share if they believe a task is an unreasonable or unfair to be given
    Team members will initially be divided as per full stack development roles

Submitting Assignments:
    Final versions will be submitted one day prior to each sprint, so that there is an opportunity for peer review
    Partially working code may be submitted only if it is known that the work must carry over to the next sprint
    At least 3 days prior to the final submission in the last sprint, a final test session will be scheduled in which all facets of the project are tested, and user stories verified to be completed

Contingency Planning:
    If a team member drops out, the work for the given split will be split equally to all members in a meeting to be schedule at first notice of a member dropping out
    If a team member is consistently absent for team meetings, a final message will be sent asking for an explanation, notifying the professor, and giving a final chance. If the issue occurs again, the professor will be notified, and the member will effectively no longer be in the group
    If a team member is academically dishonest evidence will be given to the professor to who's responsibility it is to resolve such issues

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

    Signed:

            Lazar Glumac, Yara Radwin, King Lai

        Parth Patel, Ryan Blasseti, Aum Patel, Jaedon Wong

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.