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: Discord, or otherwise refer to team.md.

Response Times: Assume response within 6-12 hours. This accounts for overnight.

Meeting Attendance: On Discord Tuesdays 6 to 7 pm and Saturday from 8 to 9pm.

This is flexible and mandatory. Some more time may be allocated if required and everyone will be contacted.

Running Meetings: On Discord for about an hour by voice on the _meetings_ call.

Meeting Preparation: None required, but bring if possible.

Version Control: Fixes, changes & features.

Format: [VERB][ACTION][CLASS]*[FILENAME]

↳ "Completed prime generator in class Primes in primefinder.java."
Follow regular Java naming conventions.
↳ camelCase, capitalized class & interface names, etc.

(Continued on the other side.)

Team Guidelines (continued)

Division of Work: People will do what they're most comfortable with and tasks will be assigned based on that.

    If no one is comfortable, something can be worked out on Discord.

    If someone gets stuck/needs help, someone can help them and it is encouraged.

Submitting Assignments: Code will be reviewed by multiple people and issues will be fixed based on that.

    Code will be submitted once everyone is satisfied and code is properly formatted and documented.

Contingency Planning: Redivide work and contact instructor.

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

Ali Orozgani   Rohan Dey

Mohamed Moustafa Shehata

Viresh Benny

Leila Cheraghi Seifabad

Tanishi Thapliyal

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.