CSC207 Lab 6 — Team Expectations Agreement[1]

1 Getting credit for this lab

Due date: Friday 6 March by 9:00pm

To earn lab marks:

1. one member of your team must submit your team's completed `agreement.txt` file to the `lab6` directory of your team's repository.

2. In addition, *each member of the team* must add one line to the top of `agreement.txt` and commit the revised file. The format of the line must be:

   `cdfusername I accept these guidelines and intend to fulfill them.`

Only those team members who commit the specified revision to `agreement.txt` will be given credit.

2 Lab exercise

This week, you are going to work with your teammates to develop a 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 exercise, your team will work on establishing team expectations. In a plaintext file named `agreement.txt`, list the *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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[1]Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.