

CSCC01 Team Expectations Agreement¹

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.

Methods of communication: Email, text, Skype
Communication response time: 24 hours
Regular meeting times: Tues 2-4pm
Wedn 1-3pm
Weekends, when necessary
Meeting attendance: meetings are mandatory unless
someone is sick/has test

(Continued on the other side.)

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

Team Guidelines (continued)

meeting preparation: have at least a rough draft or some listed ideas (when we are still in the planning step)
have some moderately working code (when we are in the developing step)

Version control: log messages should be clear about what was implemented

division of work: we will collectively decide who works on what thing. Workload will be equal for each part and decision will be based on who is best at a particular task.

Submitting work: A completed section should be done 2 days before the deadline. Renewing the submission and submitting will be decided with the division of work.

Contingency planning: In the case of a team member dropping out/sick for a long period, their tasks will be divided equally among the remaining members.

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

Mark Lin

Michael Lin

Chen

[Signature]

[Signature]

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.