

# CSCD01 Team Expectations Agreement<sup>1</sup>

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 class, your team will begin to work together by first 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 deliverables (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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Methods of communication: Facebook messenger, phone

Communication response time: 3 hours

Team meetings (1 per week): Mondays 2-3 pm or 5-6 pm, Thursdays 1 pm

Meeting attendance: mandatory to meet once a week unless collective agreement to cancel

Running meetings: If mandatory meeting is not possible in person due to circumstances then online meeting will take its place. Person taking minutes will be decided during meetings if needed.

(Continued on the other side.)

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

Team Guidelines (continued)

Meeting Preparation: preparation is needed when the team has set internal deadlines that need to be met for upcoming team meetings.

Version Control: Project-related work should be committed with proper log messages. Group members are responsible for committing their own section of work, unless in the future we as a group decide it is more efficient/organized if one person is in charge of taking care of our repository. The content of the log messages should provide sufficient information so that all members know/understand the work that was committed.



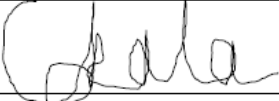
Division of work: Work will be evenly distributed among team members unless group members volunteer to do specific work (i.e. cleaning up repository or certain part of code etc)

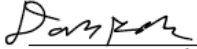
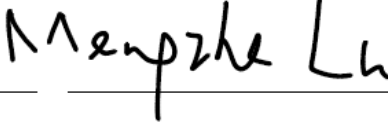
Submitting work: Work will be submitted as soon as it is finished and team should be notified to update their existing repository. Before submitting any work, team members should review it in order to catch any mistakes/errors.

Contingency planning: If a team member drops out, we will contact TA/instructor ASAP and evenly distribute the remaining work left behind. If a team member is sick or has any other circumstances come up, the team will do their best to finish the member's work.

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

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Review the guidelines with your TA. Make a copy for the team and submit the agreement to the TA. In the event of team disagreements, you may be asked to show this form to your TA or instructor.