

Team Expectations Agreement¹

Team work isn't always easy. 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. But when teams work and communicate well, the benefits more than compensate for the difficulties

A first team meeting, create a Team Expectation Agreement. In the space below, put down the list of agreed upon rules and expectations you agree as team to adopt. 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, team promptly seeks help from the instructor. It is important not to let such situations escalate.

The list above is just to get you started. Feel free to modify as you wish. Make your expectations fairly thorough without being unrealistic. 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.

Contd.

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

Methods of communication: Slack and Phone

Communication Response Times: 24 hours

Meeting attendance: We will meet at least twice a week when we are available however attendance will not be mandatory

Running Meetings: In person when possible, online otherwise. We will switch who takes minutes each meeting

Meeting Preparation: No formal prep is needed, be enthusiastic and ready to work

Version Control: Make smart commits, don't commit changes unless they fix a bug or add a feature


Division of Work: We will divide the work equally. We will assign work based on who is comfortable with different aspects of the project and offer help when needed

Submitting Assignments: Project components will be submitted on time. Primarily Hammad will submit assignments however we will all make a team effort to ensure that project components are submitted

Contingency Planning: If a team member is not participating as much as they should, they will be notified, and if the behaviour continues the issue will be brought up to the instructor

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











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.