CSCC01 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.

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 of 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 Comms: Discord (voice/text chat), email, Phone calls, texting.

Comms. resp tmes: At most 6 hours, immediate resp if urgent

Regular meetings: Wed 12-1 pm

Meeting attendance: Should be here, but can be absent given reasonable circumstances.

Running meeting: either in person or through Discord

Meeting prep: discuss ideas, expose issues

Version Control: Don't push broken code, reasonably detailed log msgs. Try not to

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Division of work: Most likely split into teams. Expected that teammates do fair share of work.

Submiting work: Expected to get together before submission (2-3 days) to test, debug.

Contigency stuff: ~~Go to prof or TA if dropping, give at least~~
Go to prof or TA ~~xx~~ if Ac. dishonesty. If dropping, give at least few days notice. If sick, ~~xxxASAP~~ tell entire group ASAP.

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

A. Wan   _Matthew Zou_

_S.L._   _[signature]_

Junshi Chen

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.

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