

Team Expectations Agreement

This Team contract is made effective as of 19/02/2022, by and between Canal Li (NetID: jl3789), Canwen Zhang (NetID cz236), Thomas Cui (NetID: zc246). We set our team name to be ***no_vtuber_allowed*** based on a shared sentiment of dislike towards Vtubers.

We have following expectations:

- A. The team aims for a common goal of delivering a decent and full project and achieving good grades.
- B. We all take part in deciding how work should be allocated. We are committed to helping each other learn. We acknowledge good contributions from team members. We feel comfortable and relaxed with one another.
- C. Team members agree on these following “ground rules” : 1) we set small team milestones to deliver every week and with only two days of ‘internal slip days’ for each member for every MSx, 2) the milestone will be divided evenly among members, but collaboration will also be encouraged, 3) we will enforce good communication and respect.

We created following protocols to follow:

- 1. We will hold ourselves accountable by finishing our assigned work for the group by our agreed upon completion date.
- 2. If a member is having a particularly busy week and feels as though they will not be able to complete the work that is expected of them, they will communicate this to the rest of the group as soon as possible so a solution can be developed well before the due date.
- 3. If the group feels as though a team member is not pulling their weight, we will be kind, yet direct in communicating our feelings on their performance. While doing this, we will offer any needed assistance to ensure the full, correct completion of the assignment.
- 4. We will communicate through GroupMe and will plan to meet three times a week. Depending on how productive we are during our group meetings, we may or may not meet on an additional day each week.
- 5. Due to the possibility of disagreements and conflict between team members, certain steps should be made to diffuse the situation. No two group members should team up on the third during a conflict but rather be supportive of one another. Additionally, a freedom to communicate ideas and problems must be given. This gives the opportunity to share any problems with the group and resolve them immediately.

6. With regards to revisiting this contract, it may be revisited after each due date to see if the contract has been followed and if it needs to be adjusted. Otherwise, at any time, a member may ask to revisit the contract with concerns or ideas for new additions.
7. To create a comfortable, stress-free, and fun working environment, the first five minutes of group meetings will be reserved for sharing weekend stories, fun events, or any other pleasant idea with the group.

We consider the following ideal qualities of a teammate:

- I. A teammate will strive for a comfortable, stress-free, and fun working environment.
- II. A teammate will respond timely with a positive attitude.
- III. A teammate will be responsible for their own tasks and the group objective as a whole.
- IV. A teammate will give constructive criticism to one another and to accept it himself/herself.

We consider the following ideal qualities of a programmer:

- I. A programmer will use version control.
- II. A programmer will finish the assigned work in a timely manner.
- III. A programmer will add well-written comments/documentations to his/her code.
- IV. A programmer will write non-ugly codes with normal-people coding style.