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.

In this tutorial, your team will work on 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 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, 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.

Methods of Communication: discord and whatsapp
Communication Response Times: 1 day for both discord and whatsapp
Meeting Attendance: Daily standup (mandatory), weekly meeting (Saturdays 2PM, join if you can)
Running Meetings: Online on Discord: webcam optional
Meeting Preparation: Daily standup (standard 3 questions), weekly meeting (adhoc)
Version Control: meaningful commit messages, starts with JIRA ticket, squash commits per ticket (personal branches are fine)
Division of Work: We are agreeable people and will delegate tasks amongst ourselves. We will come to an agreement in each sprint planning phase
Submitting Assignments: Submit before deadline, everyone responsible for themselves, code review can be done by people familiar with area of code. Code review done by at least 2 people before merging
Contingency Planning: talk to instructor as suggested. Make changes to JIRA as needed, re-delegation of tasks

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

Team Guidelines (continued)

Git branching strategy: branches start with JIRA ticket number followed by a '/' followed by a short summary
(e.g. JIR-1043/login-page-forgot-password)

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

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Siavash Yassemi	Syed Kazim Naqvi
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Sendooran Sitsabesan	
Tony Attalla	

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.