CSCD01 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 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.

- methods of communication : WhatsApp, phone, Slack
- communication response time : 12hrs
- regular meeting times : Monday 2pm - 3pm & 5pm - 6pm
- meeting attendance : Mandatory meetings : Monday 2pm - 3pm and 5pm - 6pm
- running meetings : Monday meetings 2pm - 3pm & 5pm - 6pm : face-to-face
- meeting preparation : preparation is needed when internal deadlines are set. Work is expected to be finished prior to the team meeting.

(Continued on the other side.)

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

- version control : Any project-related work can be committed, each group member is responsible for committing their section of work. The content of log messages should give a brief description of the committed work. (i.e the part of the project that has been added/updated)

- division of work : Work will be evenly distributed among team members during team meetings. Division of work will base on team discussion.

- Submitting work : Work will be submitted (pushed to team repo) as soon as it's finished. Each team member is responsible for submitting their own portion of work. Everyone will review final submission to avoid minor errors.

- contingency planning : If a team member drops out, we will contact the TA/instructor ASAP and evenly distribute his/her work. If a team member consistently misses meetings or academically dishonest, we will contact the TA/instructor ASAP. If a team member is sick, he/she can miss team meetings, but still have to do his/her work unless it is serious, ~~and~~ then other team members will help out by evenly spliting up the work.

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

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.