

Team Expectations Agreement

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, . . .)
 - Discord, email
- communication response times (email, phone, messenger, text, . . .)
 - Periodically checking methods of communication every 24 hours
- meeting attendance (when to meet, whether all meetings are mandatory, . . .)
 - Tuesday 2:00-2:30pm, Thursday 3:00-3:30 pm, Friday 3:00-3:30 pm
 - All meetings are mandatory, if someone cannot attend, they should give a 2 hour notice so the team can reschedule.
- running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)
 - Primary: online, secondary: face-to-face
- meeting preparation (whether preparation is needed, what to prepare, . . .)
 - Recall what you did for the project
- version control (what to/not to commit, content of log messages, . . .)
 - Team members should not commit code that may break the program
 - Log messages should be specific and descriptive enough to understand changes prior to looking at the new code
- division of work (how to divide work, who will decide who does what, . . .)
 - Work is divided evenly and unanimously
- submitting assignments (when to submit, who will submit, who will review the submission, . . .)
 - Prepare work at least one day prior to the submission deadline
 - Spend last day reviewing content to ensure its suitable for 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.

- In the case that a team member drops out of the course, we will coordinate with the professor and TA to redistribute that member's parts amongst the remaining team members evenly
- In the case that a team member consistently misses meetings the team will try to contact that individual, or will otherwise notify the professor or TA
- We aim to prevent the violation of academic integrity by recording and reviewing the work of all team members, on a recurring basis

(Continued on the other side.)

Team Guidelines (continued)

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

Jacob Matias

Eric Zhou

Ayazhan Bauyrzhankyzy

Maria Gotcheva

Sung Ha Hwang

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.