

Team Expectations Agreement¹

Team work isn't always easy. 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. But when teams work and communicate well, the benefits more than compensate for the difficulties

A first team meeting, create a Team Expectation Agreement. In the space below, put down the list of agreed upon rules and expectations you agree as team to adopt. Include guidelines for the following:

- methods of communication (email, phone, discord, text, . . .)
 - *Primary*: Discord group chat for daily updates and quick coordination.
 - *Secondary*: Email for formal updates, submission links, and files.
 - *Fallback*: Phone/text in case of urgent issues or missed deadlines.
- communication response times (24 hours)
- **meeting attendance (mandatory)**
- **running meetings**
 - *Format*: Online via Discord
 - *Minutes*: Rotating responsibility each meeting.
 - *Time*: Fixed time set by consensus at start of project.
- **meeting preparation** (Preparation for meetings include what we have accomplished for the weeks and any questions we may have on our current weeks tasks)
- division of work (we will rank the features we want to work on the most and then discuss and delegate)
- **submitting assignments**
 - *Deadline*: Internal deadlines are set 24–48 hours before official deadlines to allow review.
 - *Responsibility*: The assigned task owner submits the draft; a second member reviews it before final submission.
 - *Final Submission*: Done by the designated team lead or assigned member for that sprint/module.
- **contingency planning**
 - *Absences*: Inform the team ASAP. Tasks will be redistributed temporarily.
 - *Missed Meetings*: Notify at least 4 hours in advance. Repeated absences will be escalated.
 - *Team Conflicts*: Unresolvable issues will be brought to the TA within 48 hours of incident.

The list above is just to get you started. Feel free to modify as you wish. Make your expectations fairly thorough without being unrealistic. 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.

Contd.

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

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

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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.

