

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, messenger, text, . . .)
 - Mostly done on Slack
 - If somehow unavailable, email is used as a last option
- communication response times (email, phone, messenger, text, . . .)
 - Maximum response time of 24 hours when directly mentioned, unless extenuating circumstances
- meeting attendance (when to meet, whether all meetings are mandatory, . . .)
 - Meet 2-3 times a week, usually on Tuesdays, Thursdays, and on weekends
 - Meetings are mandatory unless extenuating circumstances
- running meetings (when, where, face-to-face vs. online, who takes minutes, . . .)
 - Meetings take place online on Slack, with the exceptions of Tuesdays, where meetings take place in-person
 - Jerry in charge of taking minutes
- meeting preparation (whether preparation is needed, what to prepare, . . .)
 - Each member is responsible to prepare to discuss what has been done prior to each meeting
- version control (what to/not to commit, content of log messages, . . .)
 - Version control messages to follow the format stated in the ReadMe
- division of work (how to divide work, who will decide who does what, . . .)
 - Division of work is allocated during meetings
- submitting assignments (when to submit, who will submit, who will review the submission, ..)
 - Everyone is responsible for reviewing their own and each other's work
 - Francis in charge of the final review of the submissions
- 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, team promptly seeks help from the instructor. It is important not to let such situations escalate.
 - Discuss with each other, and then with a TA

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):

Daniel Fu

Jerry Chen

In Kim

Jarvis Yu

Francis Gajitos

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.

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