

Team Expectations Agreement

- 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

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

Daniel Fu

Jerry Chen

In Kim

Jarvis Yu

Francis Gajitos