

# Team Expectations Agreement<sup>1</sup>

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.

At a first team meeting, create a Team Expectation Agreement. In the space below, put down a list of agreed upon rules and expectations you agree as a team to adopt. 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 assignments (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, the team promptly seeks help from the instructor. It is important not to let such situations escalate.

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.

---

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

be contacted via their personal phone number.

- The expected communication response time will be within five (5) hours.
- Meetings will take place one a week online. All meetings will not be mandatory. Mandatory meetings will be called as so on a week-by-week basis.
- Meetings will be planned on a week-by-week basis. Typically, meetings will be conducted on Slack. If Slack cannot be used, then Discord will be used as an alternative. Each week, someone in the meeting will be chosen to keep track of minutes for each group member.
- For each meeting, each group member will prepare to say what they have finished for the group project during the week. They will also need to say what they plan on doing the week after.
- The version control that this group will be using is Git. Group members will commit only necessary files for the group project. Good git commit messages will be adhered to. Each git commit message must start with a key word such as feat, refactor, etc, with a detailed message that comes along with it that describes what has changed.
- The group will collectively divvy up the work. Ideally, group work will be divided equally among group members.
- Group submissions and who will submit the work will be determined on a week-by-week basis. This will be determined by each group member.
- A group of reviewers will be chosen on a submission-by-submission basis.
- If a group member drops out, their work will be divided among the group members remaining. If a group member chooses to miss meetings consistently, or commits an academic offense, the member will be automatically disqualified and removed from the group. The instructor will also be contacted for extra guidance.

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

William Lam

-----

Travis Shao

-----

Xiaoran Yu

-----

Zhuolin Fu

-----

Justine Guerrina

-----

Catherine Qu

-----

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.