MacEwan
UNIVERSITY
CMPT-230 – Introduction to Computer Games –

Internal Team Agreement

The following page does not need to be in your submission. It is an internal team note.
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Hey there, team!
We're all in this together, and the success of our project collaboration relies on our willingness to embrace diversity in skills, backgrounds, interests, and teamwork experiences. Let's trust each other's good intentions and immediately set clear expectations for communication, meetings, and deadlines. If you feel like expectations aren't being met, let's kindly and clearly communicate with one another and be open to suggestions for improving our contributions to the team's success.

To help ensure smooth communication, here's a friendly checklist to support our collaborative process:

1. Let's exchange contact information, including emails and phone numbers. To make it easier to communicate on mobile, (we can all use a communication platform such as Discord or a project-sharing app like Trello or Slack).

2. Let's make a concrete plan to meet up this week for game development, including deciding on a day, time, place, and expected duration.

3. In-person meetings are preferred, but if meeting physically isn't possible, we should make alternative arrangements for online collaboration. For example, we can individually test the game, take notes, and then convene online to discuss results and decide on the game rules to be submitted.

4. Let's keep each other in the loop by sending daily emails to confirm and coordinate plans.

5. While emailing about the project, CC all team members in our emails using the "Reply All" option and double-check the recipient list to ensure no one gets left out accidentally.

6. We actively listen to each other's ideas and practice the "Yes and" approach (no but) to build upon one another's suggestions.

7. Let's collaborate on the final document rather than leave all the work to one person.

8. Let's agree on who will post the document on maskants before class.

9. Following these friendly guidelines can foster a positive and productive team environment. Let's work together to make this project a success!

Ref: GDC