CSCD01 Team Expectations Agreement[1]

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.

In this class, your team will begin to work together by first establishing team expectations. In the space below, write down the list of *agreed upon guidelines* that your team intends to follow. 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 deliverables (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, a team promptly seeks help from the instructor. It is important not to let such situations escalate.

The list above is just meant to get you started. 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.

• Methods of Communication:
  • Slack - Project related discussions.
  • Phone - Emergencies

• Communication Response Times: 30 mins - 2 Hours during daylight hours (8am - 11pm)

• Meeting attendance: The team will meet weekly Monday after 5:45 and it will be mandatory.

• Running meetings: If someone is unable to make it to the meeting, they will skype or call in.
  Location: IC Lab
  Meeting Type: face-to-face

• Meeting Preparation: Meeting preparation depends on whether it is the last meeting for a deliverable
  in which case we will prepare for a brief demo before the meeting, otherwise we discuss the current sprint.

• Version Control: Git will be used for version control. When an incremental unit of work is completed it should be committed.
  Log messages should be concise. The project will be divided into development and master branches.

• Division of Work: The tasks will be split into Trello cards during the sprint planning meeting,
  prioritized and assigned story points and it will be as equally distributed as possible.

• Submitted Deliverables: We will try to finish a day before due date, a selected person
  will then submit the deliverable content and all other team members will review the submission.

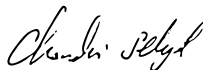[1]Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.

- Contingency Planning:
    - If a team member drops out we will distribute his/her work among the other members.
    - If a team member missing meetings consistently (more than 5-6 meetings) they will be given a terrible CATME review as well as a conversation with Anya.
    - Every team member will shadow another team member, so just incase anyone is sick the shadower should be able to pick up the work. If the sick team member has enough time to continue the work, he/she will continue once they're better.

- The scrum master for this project will be Jacob.

- Github Master (for merging to master once feature is complete): Chandni.

- Trello board layout:
    - Project backlog, Sprint Backlog, In Progress, Sprint Complete, Project Complete.
    - Trello cards are brought into the sprint during the sprint planning meeting. Whoever is assigned to the card maintains the status of the card (Move to in progress or complete etc.)
    - During the sprint planning meeting, a selected member will create and assign cards to the team members.

- Progress will be tracked using Trello. During a sprint planning meeting, story points will be assigned to Trello cards in the header. (e.g. "(0/5) User Story 1"). A custom built program will then pull data from Trello using the Trello API and provide a burn down chart for the sprint.

- Any discussions with the client (matplotlib developers in this case) will be conducted by Steven.

- The tools used for version control and project management: Github, Trello, Custom built program to produce burn down chart, Agile SCRUM for Trello boards extension for chrome.

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

Nishant Desai

Review the guidelines with your TA. Make a copy for the team and submit the agreement to the TA. In the event of team disagreements, you may be asked to show this form to your TA or instructor.