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: Facebook, Slack, Phone
• Communication Response Times: 30 mins - 2 Hours
• Meeting attendance: Weekly after D01 meeting (Monday), Mandatory
• Running meetings: Weekly after D01 meeting (Monday), IC Lab, face-to-face. Rotate alphabetically for minute taking.
• 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.
• Version Control: Git for version control, commit an incremental unit of work. Log messages should concisely detailed.
• Division of Work: Split tasks into Trello cards by story points and it will be as equally distributed as possible.
• Submitted Deliverables: Submit a day before due date, a selected person will submit, 2 other team members will review the submission.
• Contingency Planning: If a team member drops out we will distribute his/her work among the other members, Bad CATME review for missing meetings consistently, Academic dishonesty will get a bad CATME review.

(Continued on the other side.)

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

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.