

Team Expectations Agreement¹

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 tutorial, your team will work on 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 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, 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.

Communication: Via Discord server.

Response Times: Within the day, unless it is urgent (around due dates, response times should be limited to a few hours max).

Meeting Attendance: Attend as many meetings as possible.

Running meetings: meetings are held via discord call (online meetings). Minutes and important information are recorded in the discord server or posted in GitHub.

Meeting Preparation: Prepare for agile standup: work completed, work to be done, any roadblocks.

Version Control: get a review before pushing, create a dev branch to merge commits from dev --> main.

Division of Work: decided during group meetings to ensure equal distribution of tasks.

Submitting Assignments: via GitHub, everyone pushes their part of the assignment to the GitHub repo before the due date.

Contingency Plan: depending on the scenario, we will need to discuss with the instructor. Missing meetings: group members can catch up using the meeting minutes. Missing deadlines: group members will be notified, and communications will be sent to the professor if the deadline has passed and no heads up was given within the last 24 hours of the due date (unless emergency circumstances). For all other issues, we will need to contact the instructor.

(Continued on the other side.)

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

Team Guidelines (continued)

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

Shumza

Prabhu

Prabhjyot Grewal

Aditya Bhalla

Logan

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.