

## **Team Expectations Agreement**

This **Team Expectations Agreement** is established to define clear expectations for communication, collaboration, and accountability within the team. All members agree to abide by the following guidelines to ensure a professional and productive working environment.

Team members will communicate primarily through email and team messaging platforms such as Slack or Microsoft Teams. Phone calls and text messages will be used for urgent matters. All members are expected to respond to emails and messages within twenty-four hours on weekdays, while urgent communications via phone or text should be acknowledged within two hours whenever possible.

Regular team meetings will be scheduled at mutually agreed-upon times. Attendance at all meetings is mandatory unless prior notice and a valid reason for absence are provided. Meetings may be conducted either in person or online, depending on the circumstances. One team member will be designated to record minutes, and these will be shared with all members to ensure accountability and transparency. All team members are expected to review the agenda and any necessary materials before each meeting to facilitate effective discussions.

Version control practices will be adhered to, ensuring that only relevant and finalized content is committed. Log messages will be descriptive, outlining changes made to maintain clarity and consistency in documentation. Work will be divided equitably among team members, with assignments allocated based on individual strengths, availability, and workload distribution. The process for work division will be determined collaboratively, and all members will be responsible for completing their assigned tasks in a timely manner.

Assignments will be reviewed collectively before submission to ensure quality and completeness. A designated team member will be responsible for submitting the final version of each assignment, following a thorough review by the entire team. Any discrepancies or concerns regarding submissions must be addressed before the deadline.

Contingency plans will be in place to address potential challenges. If a team member consistently fails to attend meetings, does not contribute to assigned work, or engages in academic dishonesty, the team will promptly seek assistance from the instructor to prevent escalation. If a member withdraws from the team, responsibilities will be redistributed accordingly to ensure project continuity.

This agreement is designed to establish a structured and professional approach to teamwork. By signing below, each team member acknowledges and agrees to uphold these expectations throughout the duration of the project.

**Signatures:**

Michael David

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