

Team Expectations Agreement

Overview

When working in a team, problems occasionally arise due to differing expectations. For instance, one person may expect an email response within 2 hours, while another might find a 2-day response 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:** WhatsApp
- **Communication Response Times:** 24-48 hours.
- **Meeting Attendance:** Meeting will take place online on discord. Meeting attendance is not mandatory, however, meetings will be recorded and team members are expected to watch the recordings.
- **Running Meetings:** Time of the meeting will take place on every Wednesday at 8pm on discord. Each member will take 15-20 minutes to update the team on their assigned tasks. For some meetings, there will be a 25 minute brainstorm session if needed, for example: starting the next phase of the project.
- **Meeting Preparation:** Team members are expected to have some points ready before the brainstorm sessions of the meetings as it will save us time in the meetings and there will be further discussions based on the ideas the team members come up with. During the discussions there may be agreements or disagreements with the ideas the team members come up with. For other meetings there should be some update with code and/or documentation so that we can further proceed with the project.
- **Version Control:** Each member shall be aware of and apply version control so that only completed code is committed, and that should have been tested properly. Commit messages shall be written in a descriptive manner but as brief as possible, pointing out what and for what the committed code is for. Members should follow some structured format in writing messages for coherence and to provide traceability along the project iterations. For example, "Fix: issue description" or "Add: new feature description".
- **Division of Work:** Division of work will be further decided once the team received the requirements for the next phases of the projects. Each team member will be expected to agree upon their assigned tasks if they are satisfied.
- **Contingency Planning:** In the event the team members have a legitimate excuse of not contributing to the project (such as illness, upcoming assignments/exams, family emergency, etc), the team member will be requested to let the team know on WhatsApp so that everyone will be aware of the situation. Depending on how heavy the task of the team member will be, one or more other team members will have to take responsibility of the task.

In the event the team member is given a task but does not complete a task by a given deadline **AND** does not contact the group then the task will be split within the team by other members and the team member who is not doing any work will be reported to the instructor. Same rule applies if a team member has dropped the course, is engaged in academic dishonesty, harassment of other team members, and negative attitude.

If the team encounters some quality issues or lack of clarity in roles, we are expected to resolve these within our team meetings and provide constructive feedback as well as tips and suggestions to how the objectives can be achieved by following the project requirements.

Team Guidelines (continued)

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

Team Member Name	Signature (Initials)
Hassan Dannyal	H.D.
Ryan Dezfuli	R.D.
AbdulBasit Ali	A.A.
Ahmad Kanoun	A.K.
Chiaghame Allen	C.A.