

Team Expectations Agreement

1. Communication Protocol

Primary Communication Channels: Email, phone, messenger, text, and other agreed-upon platforms.

Expected Response Time:

- *Emails: Within 24 hours.*
- *Instant messages: Within 4 hours during working hours.*

2. Meeting Expectations

Attendance:

- *All team members must attend scheduled meetings unless prior notice is given at least 24 hours in advance.*
- *Emergency absences must be communicated as soon as possible.*

Meeting Modality: Face-to-face or online (depending on team preference).

Meeting Roles: A rotating note-taker will document key decisions and action items.

3. Meeting Preparation

Team members must review the agenda and prepare relevant materials before the meeting.

4. Version Control

Platform: GitHub, Trello and Discord

Commit Guidelines:

- *Use clear commit messages summarizing changes.*
- *Only commit completed work to prevent incomplete submissions.*

5. Task Allocation and Work Division

Tasks will be assigned based on expertise and workload balance. All members must agree on task distribution before starting work.

6. Assignment Submission

A designated team member will submit assignments. Final drafts must be reviewed at least 24 hours before submission.

7. Conflict Resolution and Contingency Planning

If a member consistently fails to meet expectations, the team will:

1. *Address the issue in a private discussion.*
2. *If unresolved, escalate to the instructor or TA.*

If a member drops out, remaining members will redistribute tasks and notify the instructor.

Any suspected academic dishonesty will be reported to the instructor immediately.

8. Agreement Acknowledgment

We, the undersigned, agree to adhere to the above guidelines and will work collaboratively to ensure a productive and respectful team environment.

Signatures: 