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 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.

- Method of communication: Use discord server for all project-related communications
- Communication response time: NO MORE than a 12 hour gap
- Meeting attendance: Everyone should be present unless extenuating circumstances arise
- Running meetings: Wednesdays 7pm, everyone contributes to minutes
- Meeting preparation: Everything agreed upon in previous meeting should be completed by next meeting
- Version control: Never merge into master without submitting a pull request, branches must be created for each user story, log messages should consist of US ID and detailed summary of what was implemented in the specific commit
- Division of work: We decide as a group on how tasks are split, everyone should could come to an agreement. Ask for help if needed, do not leave it to the last minute to ask.
- Submitting assignments: Anyone who has time can submit, one other person MUST review submission
- Contingency planning: Notify Profs of academic dishonesty, warning if inconsistencies (without valid reason) arise. If behavior doesn't change, escalate the situation to Profs.

(Continued on the other side.)

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[1]Based 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):

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Mahmoud El Bestawy	
Alex Luu	
Hamza Khan	

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.