CSCC01 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.

To start off the project, your team will establish 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, …)

- regular meeting times,

- 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 work (when to submit, who will submit, who will review the submission, …)

- contingency planning (what if a team member drops out, what of a team member is sick for a significant period of time, 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 team TA or 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.

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

1. Communication

Methods: Use email, phone, or a team messaging platform like Slack for team communication.
Response Times: Respond to emails and messages within 24 hours during weekdays.

2. Meeting Schedule

Regular Meeting Times: Weekly on Mondays at 3 PM.
Attendance: Attendance is mandatory unless prior notice is given.

3. Running Meetings

Format: Meetings will alternate between face-to-face and online formats.
Roles: Each meeting will have a designated note-taker to record key decisions and actions.

4. Preparation

Expectations: Team members must review the agenda and come prepared to discuss assigned topics.

5. Version Control

Commit Policy: Only completed tasks should be committed, with clear log messages explaining changes.
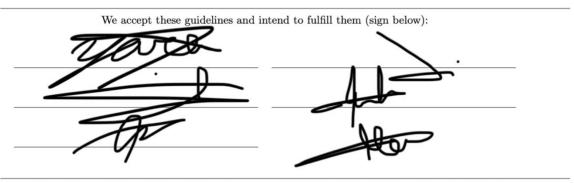
6. Division of Work

Task Assignment: Tasks will be divided collaboratively during meetings.

7. Submission

Timeline: All work must be submitted two days before the deadline for review.
Responsibility: The team leader will consolidate and submit the final work.

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

_____   _____

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

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.

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