

CSCC01 Team Expectations Agreement¹

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 if 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.

In terms of communication, all team members have the following tools at their disposal: Facebook Messenger, e-mail, Skype, phone conversations, and weekly in-person team meetings. Members will check their phones and e-mail daily and reply when requested or necessary, within two hours at most. Team meetings are scheduled at least once per week, with a date and time agreed upon for the next one at the end of each meeting. If a member cannot attend a team meeting, they must communicate a legitimate reason to all members 24 hours prior to the meeting.

Team members are expected to complete any and all tasks delegated to them by an agreed upon a specified due date. If a task is deemed to be too difficult or vague to undertake for a member, this must be communicated to the other members immediately so jobs can be clearly understood or re-assigned.

(Continued on the other side.)

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

Team Guidelines (continued)

In rules of version control, committing code should result in as little conflicts as possible. Members who are given tasks that involve the same or closely connected files should work closely together. A member who modifies a file outside of their assigned task should notify other team members to ensure that no conflict exists before committing. All log messages should have the file names of what was added, modified, and/or deleted, and if applicable, a comprehensible description of what was modified.

During meetings, members will present their contributions and the completed tasks that they had been assigned. When dividing work during meetings, tasks will be delegated to a member taking into consideration their preferences in the nature of certain assignments, availability in their schedule, and other circumstances before reaching a consensus and clear understanding on what every member is to accomplish. When submitting work, every member will review what is to be submitted to minimize mistakes.

If a member is absent for more than two meetings without a legitimate reason, does not agree with this agreement, produces substandard work consistently, or provokes some other conflict of any sort, an intervention will be held, involving the TA or professor depending on the severity of the issue. Should the offending member be unable to show their commitment to their team and project, the professor will again be involved with a request to remove the member from the team. If a member plans to drop out of the course during the project, they will notify the other members immediately so their tasks can be re-assigned.

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

Angelina Choi

Henry Liu

Kelly Mo

Dennis Tra

Kris Lai

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.