Team Expectations Agreement

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
  - our primary method of communication is through Discord messages
  - in the case of an emergency, we will contact through the phone number recorded on Discord
- communication response times
  - responses are expected to be within half a day on average
  - maximum response time is one day, unless otherwise specified (ie. emergencies)
- meeting attendance
  - meetings are mandatory unless otherwise specified (ie. emergencies)
- running meetings
  - at least 2 meetings per week: Wednesday and Sunday 8pm
  - meeting times are subject to change if all members agree
  - meetings will happen in the Discord server, through a Discord call
  - Everyone that has things to present will have made preparations before the meeting and will present in suitable order.
- meeting preparation
  - flexible - sometimes there will be work assigned to individuals or everyone on the team, sometimes there is not
- version control
  - we will control what to commit using the gitignore file
  - commit messages is preferred to be less than 80 characters
  - keep commit messages brief
  - capitalize first letter in commit messages
- division of work
  - flexible - everyone will discuss the work division
- submitting assignments
  - the person with the assigned task will submit as soon as possible before the deadline
  - one other group member will review the submitter's work
- contingency planning
  - we will immediately consult the TA, and the instructor if necessary; we must not 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.

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

Shane ZeXin Chen

Yichen Cui

Adam Wloszczak

Shiang Zhi Wen

Bingbing Chi

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.