

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.

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.

Methods of Communication:

- **Primary communication:** Discord (mutual server).
- **Backup communication:** Email or text (for important matters or in case of Discord issues).

Communication Response Times:

- **Discord:** Aim to respond within 8 hours on weekdays, 12 hours on weekends.
- **Email or text:** Aim to respond within 8 hours.

Meeting Attendance:

- **Regular meetings:** Thursdays after class time (mandatory).
- **Additional meetings:** Tuesdays after class time if needed (flexible, but encouraged).
- **Notice for absences:** Notify the team at least 24 hours in advance, if possible.

Running Meetings:

- **Location:** Meetings will be held in-person/ on Discord (voice or video).
- **Agenda:** The team will collectively decide an agenda.
- **Minutes:** All members will jot down important notes and share them on Discord for reference.

Meeting Preparation:

- **Preparation needed:** Members should review relevant material and bring their assigned tasks or updates.
- **What to prepare:** Individual progress updates, questions for discussion, and any resources that will assist in decision-making.

(Continued on the other side.)

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

Team Guidelines (continued)

Version Control:

- **Platform:** We will use GitHub (or another agreed-upon version control system).
- **Committing rules:**
 - Only completed or fully functional code should be committed.
 - Log messages should be clear and descriptive of the changes made.
 - Always pull before committing to avoid conflicts.

Division of Work:

- **Work division:** The team will discuss tasks during meetings and divide them based on individual strengths and availability.
- **Decision process:** The team will mutually agree on who takes what tasks. If there's a conflict, the team will facilitate a discussion.

Submitting Assignments:

- **Submission timeline:** All work should be finalized at least 24 hours before the official deadline.
- **Review process:** All members will review the submission for accuracy and completeness.
- **Final submission:** One of the members will submit the final version.

Contingency Planning:

- **If a member drops out:** The remaining team members will redistribute the work and notify the TA and the instructor.
- **If a member consistently misses meetings:** The team will first discuss the issue with the member. If unresolved, they will seek help from the TA.
- **Academic dishonesty:** Any instance of dishonesty will be reported to the TA/ the instructor immediately.

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

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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.