Team Expectations Agreement

Team work isn't always easy. 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. But when teams work and communicate well, the benefits more than compensate for the difficulties

A first team meeting, create a Team Expectation Agreement. In the space below, put down the list of agreed upon rules and expectations you agree as a team to adopt. Include guidelines for the following:

• methods of communication :

- slack
- google meet
- wechat
- in person

• communication response times: response within 2 days

• meeting attendance:

- Attendance at all scheduled meetings is mandatory.

- If unable to attend, team members must notify the team lead at least 6

  hours in advance via Slack.

- Unexcused absences will be noted and addressed by the team.

• running meetings

- When: Weekly sync every Monday at 5:00 PM.

- Where: Primary: Google Meet. Secondary: In-person at the campus library

  study room if agreed upon the week prior.

- Format: First 10 minutes for individual updates, 30 minutes for

  discussion/problem-solving, final 5 minutes to confirm action items.

- Minutes: The role of "minute-taker" will rotate weekly in alphabetical

  order by last name. Minutes must be posted to the Slack #meeting-notes

  channel within 2 hours.

• meeting preparation

- Preparation is required. All members must review the meeting agenda (shared 24 hours prior) and come ready to discuss their assigned topics.
- What to Prepare: Update your task progress on the shared tracker, note any blockers, and prepare questions or discussion points related to your work.

• version control : use git for version control, commit message should follow the standard convention

• division of work

- Work will be divided based on skills, interest, and workload balance.
- Initial task assignment will be decided collaboratively during the weekly meeting.
- If consensus cannot be reached, the Team Lead will make the final decision after consulting all members. The Team Lead role will rotate every major project phase.

• submitting assignments

- When: All components must be finalized and ready for integration 48 hours before the official deadline.
- Who Submits: The Team Lead for the phase is responsible for the final compilation and submission.
- Review: All team members must review the final submission draft. At least two members, excluding the submitter, must give explicit approval ("LGTM" - Looks Good To Me) in Slack before 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, team promptly seeks help from the instructor. It is important not to let such situations escalate.

- If a team member drops out: Immediately redistribute their tasks among remaining members and notify the instructor within 24 hours.
- If a team member consistently misses meetings/deadlines: The team will have a private, respectful conversation with the member to understand the situation. If no improvement, we will escalate to the instructor as a team to seek mediation or guidance.
- If academic dishonesty is suspected: All collaborative work will stop on the affected component. The team will document the concern and immediately contact the instructor before proceeding. We will not internally accuse or penalize a member.

The list above is just to get you started. Feel free to modify as you wish. Make your expectations fairly thorough without being unrealistic. 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.

- Constructive Feedback: All feedback must be given respectfully, focused on the work, not the person.
- Work-Life Balance: We respect off-hours. Communication outside 9 AM - 7 PM on weekdays should not expect an immediate response unless pre-arranged.
- Conflict Resolution: If a disagreement arises, we will take a 15-minute break, then reconvene to find a compromise. If unresolved, we will take a majority vote. Persistent conflicts will be brought to the instructor.

Contd.

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

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

------------------------Anbo Yuan-------------------------------

-----------------------Amy (Qianjiao) Zhao------------------

-----------------------------Yixi Li------------------------------

---------------------------Jiaqi Huang---------------------------

--------------------------------Ruoxin Lei------------------------------------

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.