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Cooperation Plan

Every person on your team is an asset. This is your chance to discover the hidden strengths and areas for growth for each team member.

Describe at least:

- What are the key strengths of each person on the team?
 - Gerald: Communication
 - David: Documenting Processes, Troubleshooting/Problem solving
 - Jason: Attention to detail, Technical
 - Wayne: Communication, Problem Solving, Team player
- How can you best utilize these strengths in the execution of your project?
 - Once we fully understand the scenario, we can apply our strengths to handle different parts of the project and presentation.
- In which professional competencies do you each want to develop greater strength?
 - Gerald: Handling ambiguity
 - David: Planning and Estimating
 - Jason: Organization
 - Wayne: Time management
- Knowing that every person in your team needs to understand all aspects of the project, how do you plan to approach the day-to-day work?
 - Make a daily to do list of things you want to get done for that day
 - Have a daily standup in Remo at 9:00am PST to discuss progress, plan of the day and blocks.
 - Work as pairs or as a team to resolve blocking issues as needed.
 - Work on our own individual parts of the project, communicate ideas or complications as they arise in the group chat.
 - Work together in a Remo space to remain accessible to one another throughout the work day.

Conflict Plan

Your team should agree on a process for handling disagreements, should they arise. It is better to have a plan in place ahead of time so you can all refer back to it when necessary.

Describe at least:

- What will be your group's process to resolve conflict, when it arises?
 - Identify what the conflict is over, like what software to use, what OS to use, etc.
 - Talk out the pros and cons of everyone's ideas
 - If conflict is between 2 or 3 people, have someone else act as a mediator to help clarify the conflict and reach a resolution.
 - If the conflict involves the whole group, have Ethan or a TA mediate to assist with resolution.

- What will your team do if one person is taking over the project and not letting the other members contribute?
 - First step should be communication. It is important that every member is included as a member of the team.
 - Utilize that person to assist, rather than take over, others who may need help with their portions.
- How will you approach each other and the challenges of the project knowing that it is impossible for all members to be at the exact same place in understanding and skill level?
 - Do our best to try and help everyone get to the same place in terms of understanding and skill levels
 - For skill level have members pick assignments they are comfortable with
 - It's also important to make sure no one judges each other for their shortcomings we all have them
- How will you raise concerns to members who are not adequately contributing?
 - Respectfully let the individual know, find out if anything is going on in their personal life, show empathy.
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
 - If the conflict can't be resolved within an hour internally, we will reach out to an instructor.

Communication Plan

Before beginning to tackle the project, determine how your group will communicate with each other. This is not an individual effort. Make sure everyone feels comfortable with the identified methods of speaking up.

Describe at least:

- What hours will you be available to communicate?
 - Regular Class Hours (9-5 PST)
- What platforms will you use to communicate (ie. Slack, Discord ...)?
 - Slack
 - Remo
- How often will you take breaks?
 - Planned hourly breaks if working in groups, self-pace if individual workload.
- What is your plan if you start to fall behind?
 - Communicate in group chat, come up with a plan of action as a group.
- How will you communicate after hours and on the weekend?
 - Communication after hours and on the weekend are fine, as long as personal time is respected.
- What is your strategy for ensuring everyone's voice is heard?
 - Open communication and open mindedness is important.
 - Everyone will be provided equal opportunity and time to voice ideas and opinions.
- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up?

- Respect everyone's opinion.
- Call out anyone if they are not showing the same respect and courtesy they are being shown.
- Be open and willing to be told if we are acting contrary to our plan.

Work Plan

Explain your work plan to track whether everyone is contributing equally to all parts of the project, and that each person is working on “meaty” problems. This should prevent “lone wolf” efforts and “siloeed” efforts.

NOTE: While researching and experimentation is always encouraged, building or making changes to the project infrastructure on your own during non-working hours or over the weekend is never acceptable. This puts the entire project at risk. Be explicit in calling out your work hours and the distribution of tasks.

Describe at least:

- How will you identify tasks, assign tasks, know when they are complete, and manage work in general?
 - Identify tasks as a group in stand-up meeting.
 - Assign tasks in regards to personal strengths and size and scope of the task.
 - Access the task as a group, be open for any improvements and new ideas even if complete.
- What project management tool will be used?
 - GitHub project management tool.
 - Create tasks/ stories using Agile methodologies.

Git Process

Plan out what your team's Git workflow looks like for scripting tasks.

Describe at least:

- What components of your project will be recorded in a Google Doc?
 - Documentations (Team/Personal)
 - Non-deliverables
- What components of your project will live on GitHub?
 - Scripts will be on Github
 - SOPs
 - Topologies
 - All Deliverables
- How will you structure the GitHub organization and the repos inside of it?
 - Have a GitHub organization for our group.
 - Presentation and project orientation material repo
 - SOP, Topology, and other documentation repo
 - Scripts repo
- How will you share the organization and the repositories with your teammates?
 - Invite everyone's GitHub accounts through email.
 - Give everyone equal privileges to edit and commit changes.
- What is your Git flow? How will you commit your work to GitHub?

- We will be working in a Centralized Workflow.
- Each member can commit their work to GitHub.
- If a conflict arises, can be resolved by Git pull from main.