CS/DS 549 Team Agreement Outline

Team Name: Spare-it: Contamination Identification
Team Members: Tessa Wu, Jason Oh, Mustafa Taibah

Team Goals:
- What is your **collective goal as a team for this semester?**
    a. We hope to successfully develop a working ML model that predicts contamination through object recognition to help improve workplace waste management.
    b. Identify other public databases for recycling/ food object recognition.
    c. Provide insightful analysis to our clients
    d. Gain the skill to develop and market high-quality machine learning models that meet industry standards.
    e. *Get A'z.*
- What are your **team process goals**?
    a. *Have 2 meetings per week as a team and biweekly meetings with the client.*
    b. *Complete all assignments and deliverables by Sunday night*
    c. *In-class meetings to work on any issues with the code for the project.*
    d. *Agile/Scrum.*
- What are your **individual goals**?
    You might want to be clear about how you plan to show up as a teammate and articulate these through a set of individual behavior goals. You can add a sub-bullet for each team member.
    a. As individual team members, we hope to all contribute equally, complete tasks within the timeline, and also show up to all the required meetings.
    b. We also want to be able to gain experience / soft skills working in a team

Team Roles:
- *Developer:* Tessa Wu, Jason Oh, Mustafa Taibah
- *Data engineer:* Tessa Wu, Jason Oh, Mustafa Taibah
- *ML engineer/data scientist:* Tessa Wu, Jason Oh, Mustafa Taibah
- Product owner: Laurent Meunier
- Scrum master: Haya Almajali, Tessa Wu, Jason Oh, Mustafa Taibah
- Development Team: Tessa Wu, Jason Oh, Mustafa Taibah
- Design Team: N/A

Processes:
- When and how will work be assigned across the team?
    o We will determine and assign work based on deliverables and ensure every team member contributes equally but will all be giving a collaborative effort.
    o We'll use Trello and Slack for communication in order to keep track of tasks and deadlines.
- When will you meet and where will you meet, e.g. on zoom, in person, etc.? What happens if someone misses meetings or is frequently late?

- o We will have one to two weekly meetings as well as schedule bi-weekly client meetings. Though, this can change depending on the workload.
  - o If someone misses a meeting, we will try to resolve any time conflicts by adjusting our schedules to accommodate their timings.
- **How will you make decisions?**
  e.g thumbs up on slack, consensus, majority vote, etc.?
  - o *Primarily through Slack DM or polls or having extra in-person meetings.*
  - o *Most decisions will be made with the PM included.*
  - o *Decisions will be made after everyone agrees.*
- **How will you resolve conflict when there are disagreements?**
  - o Open communication, give the chance to each person to argue his point and not cut them off.
  - o Be open to new ideas and constructive criticism.

Interactions:
- **What type of interactions do you hope to promote?**
  - o We hope to foster a collaborative environment that encourages amicable interactions where we can openly communicate while still respecting each other.
  - o Respect each other and understand differences in knowledge (should not embarrass someone about their opinions).
- **What interactions do you hope to avoid or are unacceptable?**
  - o *Unresponsive/Dismissive interactions.*
  - o *Hostile and negative interactions.*
  - o *Members not contributing to their respective tasks.*
- **When there is a conflict, what process or steps will you follow?**
  - o When conflict arises, we hope to communicate openly and respectfully towards each other while still understanding project goals and working towards finding solutions.
  - o We want to foster a non-hostile yet productive environment.
- **Will you have a process for providing regular feedback to each other, so conflicts don't build up?**
  - o We will make sure that we are on the same page each week, and review each other's work.
  - o We will also ensure that we constantly communicate with each other so that if anyone needs help, we are there for them.
- **How will you make sure everyone's voices are heard?**
  - o Give the chance for everyone to speak at the meeting, (ex. is there anything we did not touch on at the end of the meeting).
  - o keep an open mind about different ideas/ perspectives and ensure everyone is on the same page
  - o Communicate with each other using tools like Slack to share our opinions.

Signatures:

Team Member Name:	Cheolmin Oh

(e-)Signature:	Cheolmin Oh
Date:	02/06/2024

Team Member Name:	Mustafa Taibah
(e-)Signature:	MUSTAFA TAIBAH
Date:	02/06/2024

Team Member Name:	Tessa Wu
(e-)Signature:	Tessa Wu
Date:	02/06/2024

Project Manager Name:	Haya Almajali
(e-)Signature:	Haya Almajali
Date:	02/06/2024