Group Project: Team Agreement

David Prutch
Natasha Siramarco
Raheem Reed
Dustin Haggett

The first step in project planning is establishing a Team Agreement. This will be used as the guideline for how your team will collaborate during project week.

Projects are stressful, and can ignite emotions that otherwise wouldn't be a problem. It's important that the safety and security of the group comes first, and that an agreement is in place to establish expectations and accountability among the whole group.

Step 1: Planning

Schedule a 1-hour meeting for your entire project team.

Use this time to review the Team Agreement requirements below, and establish consensus on how to handle each requirement.

Step 2: Start Your Team Agreement Document

Start a new Google Doc, and include the following components in your team agreement submission.

- Name the doc "ops-201d# Team# Team Agreement"
  - Replace "#" with your cohort number and team number/name.
- Add team members to the "People with access" category with "Editor" privileges, using their gmail address.
- Format your Google Doc to be pageless.
  - File > Page Setup > Pageless > OK
  - Click on the margin's bar top/left side
  - Hover over Text Width
  - Select Full
- List all team members' full names at the top of the doc.
- Copy and paste the questions into your Google Doc under appropriately named headers.
  - Each team member will record their response for every prompt.
- Please make any additions that best fit the needs of your team.

Step 3: Get to know your team:

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.

Take Account of Your Strengths:

Describe at least:

- What are the key strengths of each person on the team?
    - David Prutch - Communication, Problem solving, Finding and utilizing resources
    - Natasha Siramarco - Communication, Flexibility, and improvisation if needed
    - Raheem Reed - Communication,Team player,Active listener,Adaptability
    - Dustin Haggett - research & analysis, writing and editing SOPs, design
- How can you best utilize these strengths in the execution of your project?
    - Play to each other's strengths while helping one another develop in areas they wish to grow.

If you are working remotely:

- When during the day and under what circumstances do you get your best work done? (Morning? Late at night? With other people? Long hours of deep focus?)
    - David Prutch - varies from day to day, mostly I do my best work after the gym when my head is clear.
    - Natasha Siramarco - I am flexible with hours, but most of the time I am on 5am-5pm
    - Raheem Reed - early works for me
    - Dustin Haggett - Earlier the better–I'm on Sao Paulo time (4 hours later than Seattle)

Take Account of Your Areas for Growth:

Describe at least:

- In which professional competencies do you each want to develop greater strength?
    - David Prutch - Confidence, especially with the tools we have learned throughout this course.
    - Natasha Siramarco - Communication because my strength can be my weakness
    - Raheem Reed- My technical skills could use some sharpening and my knowledge of the tools needs some work as well.
    - Dustin Haggett - Github; technical abilities; designing architecture and configuring
- What is an aspect of group projects which has caused each of you stress or anxiety in the past?
    - David Prutch - Scope creep, trying to do too much instead of sticking to MVP.
    - Natasha Siramarco - Not much, just when the Gremlins creep up out of nowhere
    - Raheem Reed
    - Dustin Haggett - Configuration of devices–sometimes goes very smoothly, sometimes a complete nightmare

Step 4: Create a Conflict and Confrontation Plan

Your team should agree on a process for engaging in disagreement and communicating honestly while prioritizing kindness and minimizing ego. Some teams may find themselves in perfect

synchronicity. Others may experience clashes of personality which need to be worked through. Others may find that a certain amount of conflict is a source of creativity and inspiration. Every group emerges with its own personality, which is more than the sum of its parts.

The purpose of this part of the Team Agreements is to establish some guardrails to help ensure that any conflict or disagreements can remain healthy and productive, and that if feelings do get hurt then there is an avenue for communication and reconciliation.

Try to be as detailed and specific as possible. You may not think that conflict or hurt feelings are likely to occur in your group, but it is better to have a plan in place ahead of time so you can all refer back to it when necessary.

NOTE: Undoing, Redoing, Replacing, or otherwise steamrolling the project as an individual is considered to be unacceptable. Account for the inevitable divergence of ideas, execution tasks, and assignments of duties here, and remember that this is a school project and individual and collective learning and growth is ultimately more valuable than the relative quality of the finished product.

Describe at least:

- What will be your group's process to resolve conflict, when it arises?
    - Open communication within the team, weigh out pro's and con's of all viewpoints and reach a team agreement.
    - Escalate if necessary to the instruction team.
- How will your group determine whether a conflict calls for intervention or resolution? Is that a collective decision, or one that can be made unilaterally by a single member?
    - If a compromise or internal resolution is not reached and differences of opinions or ideas can not be resolved internally.
- What will your team do if one person is taking over the project and not letting the other members contribute?
    - We will have a team discussion and have that person help guide others and be a leader for the goal of learning.
- How will you address concerns with a member who is worried that the group is not reaching a high enough standard?
    - Allow all voices to be heard and make sure the goal is to hit our MVP, not get caught up in perfection.
- 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?
    - We will keep an active communication via slack and also meet up on remo, also keep track of the work progress
- How will you raise concerns to members who are not adequately contributing?
    - We will have a one on one communication and try to resolve the concern and see if there are any changes we need to make to allow for the individual to have inclusion on the project.
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
    - 15 minute rule, if we are unable to resolve the issue.

- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up and communicating honestly?
  - Outside of standup make sure everyone is an active listener and each team member has the opportunity to communicate openly within the group and on an individual basis.

Step 5: Create a Cooperation and Scheduling Plan

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

Describe at least:

- 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?
  - Remo, Project Management board to keep track of project progress and assignments, Slack, and Google Docs for documentation.
- What hours will you be available to communicate?
  - Normal class hours 9-6 PST.
- What platforms will you use to communicate (ie. Slack, Discord …)?
  - Slack and Remo.
- How long are you allowed to work before taking a break?
  - We are all responsible for knowing when we need to take a break and take care of ourselves.
- How will you seek out teammates for assistance when you get stuck?
  - How do you expect a teammate to ask for assistance? What resources do you expect them to have already used?
- How will you know if you are falling behind?
  - If the project management board has no progress and estimation time of completion is not met, we would have to reinvent our team to new resources to meet the project goals.
  - What is your plan if you start to fall behind?
    - We would have to include our instructor to help us establish a plan of action.
- What are your team's expectations for communication after hours and on the weekend?
  - Reach out on Slack and be patient knowing we all have lives to live outside the project so answers may not be immediate.
- What is your strategy for ensuring everyone's voice is heard?
  - Provide everyone a chance to give input and feedback on all aspects of the project.

If you are working remotely:

- How will you negotiate with team members working in different time zones?
  - We have all agreed to for the most part stick to Seattle time and will be open to changes as needed.

- What existing events (doctor's appointments, childcare, certification tests, etc.) will each person need to work around?
  - David Prutch - 09/13/2023 9:00 PST Sec+ exam.
  - Natasha Siramarco
  - Raheem Reed- VA appointment on 09/11/2023 7:45 PST
  - Dustin Haggett - NA currently

Create a shared Google Calendar:

- Have each team member fill in:
  - Any scheduling conflicts which will take them away from work during core work hours
    - David Prutch - 09/13/2023 9:00 PST Sec+ exam.
    - Natasha Siramarco
    - Raheem Reed-NA currently
    - Dustin Haggett - NA currently
  - Any time periods they expect to be working outside of core hours
    - David Prutch - whatever it takes to complete my tasks.
    - Natasha Siramarco
    - Raheem Reed- When I'm not at work I'll work on the project.
    - Dustin Haggett - I may begin working an hour or two early some days if needed to end by 7 - 8pm my time. But generally Seattle working hours are fine.
- As a team, create events for:
  - Morning standup: Remo
  - Afternoon check-in: optional
  - Practice presentation with your instructor
    - Day 04 of project week for in person courses, or a few days before the final presentation – communicate with your instructor about scheduling)
  - Deadline for submitting deliverables for instructor review
    - Day 03 of project week for in person courses – deliverables only need to be complete enough for your instructor to give feedback
  - Final Presentations (you will need to be online 15-30 minutes before the event officially begins, so account for that)
    - Remo or on Zoom
  - Any other practice sessions, team meetings, etc.
    - Remo

Create event reminders as needed.

Step 6: 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 "siloed" 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?
  - GitHub project management tool, keep track of all tasks needed, who is working on them and their status.
- How often should teammates be pushing their work to GitHub, demonstrating the configurations, or otherwise *showing* their team the products of their work?
  - This is not a GitHub centric project, so pushing to repos will be on an as needed basis.
- What project management tool will be used?
  - GitHub Projects.
- How will each teammate document their progress on tasks so that work can be exchanged, assisted, and/or collaborated on effectively?
  - Notify the team of any push or update via verbal communication or via Slack along with status, i.e. review, completed.

Git Process

Plan out what your team's Git workflow looks like for scripting, SOPs, documentation, and other deliverables.

Describe at least:

- What components of your project will be recorded in a Google Doc?
  - The Team Agreement and all other project prep assignments as required.
- What components of your project will live on GitHub?
  - The SOPs, documentations, Scripts and all other project assignments as required.
- How will you structure the GitHub organization and the repos inside of it?
  - Create Repos, the Project Management, add a readme to the main organization webpage.
  - If it's helpful, include a drawn diagram or topology.
- How will you share the organization and the repositories with your teammates?
  - Add everyone as an owner to the organization to provide full access.
- What is your Git flow? How will you commit your work to GitHub?
  - Everyone will push work as needed, review by team for editing and final approval.
- How will you seek help if you encounter a gituation?
  - Ask David

Step 6: Submit Your Work

This is a group submission. Only one person must submit for group credit.

Please have everyone's name at the top of the Google Doc.

Share your Google Doc so that "Anyone with the link can comment" in the submission field below.

This step must be completed and approved before proceeding with any project work. Notify your instructor when this is ready for review.