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Group Project: Team Agreement

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?
 - **Krys: organizational skills, really good at ensuring all voices are heard.**
 - **Marcus Nogueira - Curiosity and determination and technical proficiency. Will chase down solutions to problems no matter how obscure or technical.**
 - Mike Sineiro - Open minded, growth mentality, motivated, teamwork.
 - **Dominique: creating polished and visually engaging presentations, problem solving, flexibility**
 - **Michael roberts - i am open minded, driven, and work to be as efficient as possible**
- How can you best utilize these strengths in the execution of your project?
 - **Krys: I will be focusing on ensuring that our Github organization is intact and functioning well. Keep us on track with timing and completion tasks.**
 - **Marcus Nogueira - Curiosity and determination will help with troubleshooting and finding solutions to complex problems.**
 - Mike Sineiro - I will be diving into technical aspects heavily. I will leverage my skills to help develop our final product and assist my teammates.
 - **Dominique- think I will be able to help solve problems and make sure we are completing all tasks appropriately, and be flexible to change my tasks or flow easily to meet the group's needs**
 - **Michael roberts - I will use communication continuously to make sure i am achieving my expected tasks and help anybody else who is having problems. Especially with technical aspects**

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?)
 - **Krys (EST): I work best in the evening alone, where I can dive into the task at hand for hours without distraction. Class times are good for me.**
 - **Marcus Nogueira (EST) – I prefer parallel working but deep focus. There to help one another if need-be but independent otherwise.**
 - Mike Sineiro - (PST) I work best when I can dedicate myself fully to a given task. I don't really have a time preference, I just like to work until everything is completed.

- Dominique (MST)- Class times are good for me. I do a little better in the mornings because my kids are still asleep. Sometimes my family can be distracting when they're all home later to the evening, but I'm always around.
- Michael Roberts - Mornings preferably, during class time for sure, and try to be available afternoon as possible

Take Account of Your Areas for Growth:

Describe at least:

- In which professional competencies do you each want to develop greater strength?
 - **Krys: Being more proficient at the technical aspect. I can complete the tasks but I am not confident in understanding the tasks.**
 - **Marcus Nogueira - Prioritization, time management.**
 - Mike Sineiro - Self redirection, seeing the larger picture.
 - Dominique- confidence in both my technical and presentation skills
 - Michael Roberts - time management and my technical skills
- What is an aspect of group projects which has caused each of you stress or anxiety in the past?
 - **Krys: I did not have stress or anxiety in the last group project, but I just need everyone to communicate and ensure we are all on the same page and come up with a consensus for things before going off on our own.**
 - **Marcus Nogueira – Team members not communicating clearly when they run into problems that could have been solved with the group instead of delaying project progress.**
 - Mike Sineiro - Time tables not being adhered to, team members not being on the same page.
 - Dominique- not meeting team and/or project expectations
 - Michael Roberts - availability and able to meet the time requirement

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?
 - **Bringing all conflicts to the group, keeping calm, putting aside egos, and if necessary bringing it to an instructor.**
- 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 conflict is causing interruption or delays of work, then it needs to be addressed regardless of whether it is a collective decision or one made by a team member. Anyone can raise the flag on an issue that may be inhibiting a productive environment.**
- What will your team do if one person is taking over the project and not letting the other members contribute?
 - **We will have a conversation, respectfully call everyone out if there is ever an issue. If someone is being stubborn, last resort we can contact an instructor.**
- How will you address concerns with a member who is worried that the group is not reaching a high enough standard?
 - **Everyone agrees that we need to have open communication and be able to share our expectations.**
- 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?
 - **As we undertake this project, we will gain a greater understanding of each other's strengths and limitations and be able to help each other with improving our overall understanding and skillset. Reminding ourselves that this is the goal of the project will keep us focused.**
- How will you raise concerns to members who are not adequately contributing?
 - **We will be using safe words to open up the space to receive constructive criticism. Safe word is 'baguette'. 🥖**


- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
 - **When the group agrees we have exhausted all options at internal resolution.**
- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up and communicating honestly?
 - 🍌 <- **THIS. Also, we will ensure all group members have the safe space to feel heard and we can speak freely about any issues we are having.**

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?
 - **Checking multiple times throughout the day. Before lunch/After lunch, and having a 'standout'.**
- What hours will you be available to communicate?
 - **During class hours. Slack is available for any hours and whoever is around will answer.**
- What platforms will you use to communicate (ie. Slack, Discord ...)?
 - **Slack and Remo**
- How long are you allowed to work before taking a break?
 - **Honor system. Don't burn out.**
 - **10 min break every 50 mins of working.**
- How will you seek out teammates for assistance when you get stuck?
 - <https://xyproblem.info/>
 - **We will be in Remo during class hours and Slack is available to all parties at any hour.**
- How do you expect a teammate to ask for assistance? What resources do you expect them to have already used?
 - **We do not have any requirements of what resources should have been used before asking for help.**
- How will you know if you are falling behind?
 - **If we set a deadline that does not get met. We would like our MVP to be complete by Tuesday.**
- What is your plan if you start to fall behind?
 - **Ask for help.**
- What are your team's expectations for communication after hours and on the weekend?

- **Everyone is able to communicate after hours, no one is required to respond.**
- What is your strategy for ensuring everyone's voice is heard?
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If you are working remotely:

- How will you negotiate team members working in different time zones?
 - **Use the same work times as the current class schedule as we are already used to it.**
- What existing events (doctor's appointments, childcare, certification tests, etc.) will each person need to work around?
 - **We will mitigate these issues using Google calendar.**

Create a shared Google Calendar:

[Team Calendar](#)

- Have each team member fill in:
 - Any scheduling conflicts which will take them away from work during core work hours
 - Any time periods they expect to be working outside of core hours
- As a team, create events for:
 - Morning standup
 - 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)
 - Any other practice sessions, team meetings, etc.

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 “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 you will identify tasks, assign tasks, know when they are complete, and manage work in general?
 - **We will assign tasks at the beginning of the project based on strengths. We will constantly share updates during standups and checkins.**
- How often should teammates be pushing their work to GitHub, demonstrating the configurations, or otherwise *showing* their team the products of their work?
 - **We will be pushing our work often to ensure it is in the cloud. As soon as a step is completed.**
- What project management tool will be used?
 - **Github project management tool.**
- How each teammate will document their progress on tasks so that work can be exchanged, assisted, and/or collaborated on effectively?
 - **Using the Github project management tool.**

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?
 - **We will be using markdown files primarily.**
- What components of your project will live on GitHub?
 - **Pretty much all of it.**
- How will you structure the GitHub organization and the repos inside of it?
 - **We will have one repository with folders within it.**
 - If it's helpful, include a drawn diagram or topology.
- How will you share the organization and the repositories with your teammates?
 - **Everyone will be admins of repos.**
- What is your Git flow? How will you commit your work to GitHub?
 - **ACP. Communicating with teammates before ACP is also important.**
- How will you seek help if you encounter a situation?
 - We will send up a smoke signal and messenger pigeon to Roger.
 - **Blame Mike. One of them did it.**

