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# Group Project: Team Agreement

## Team Name: Data Dazzlers

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 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?
- How can you best utilize these strengths in the execution of your project?

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?)

**Zachariah:**

**My key strength is Awesomeness, I can leverage this by exuding awesomeness, it is in the name.**

**As a remote worker, I do my best work in the morning when I am on my meds. Let me jam out to some music (babymetal) give me a deadline, and trust it will be done on time - because, again, I am awesome.**

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**Heraldo Morales:** My key strengths is that I value each and every team member's opinions and choices. I take constructive criticism and I easily adapt to an ongoing situation.

The way I can utilize these strengths is by taking respect for team choices and using it to come to an understanding over possible disagreements, constructive criticism to take my teammates input on my work and improve upon it and adapting is being able to take a situation and overcome it.

I'm available pretty much anytime unless my father requires help to do anything that requires mobility, if no one else is available. My best time to focus is when it's silent and I get music blaring in my ears while I munch on some snacks.

**Dominique Bruso:** I would say my strengths are flexibility and presentation preparation. I am flexible to change my tasks to meet the group's need and I enjoy making our project materials presentation ready. I am on MST, but I'm usually always around my kids just might be screaming the background.

**Tianna-** I would say that my key strengths are being able to redirect whenever necessary and that I am good at communicating with people, talking and listening. My time of availability is 12pm-8pm EST

## **Take Account of Your Areas for Growth:**

Describe at least:

- In which professional competencies do you each want to develop greater strength?
- What is an aspect of group projects which has caused each of you stress or anxiety in the past?

**Zachariah:**

- In which professional competencies do you each want to develop greater strength?

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- **Diversity, Equity and Inclusion.**
- **What is an aspect of group projects which has caused each of you stress or anxiety in the past?**
- **Dealing with my fellow students.**

**Heraldo Morales:** In the Technicality and Credibility is where I want to develop my strengths, I believe those are both vital to my career.

An aspect of group projects that has caused me stress is, no communication.

**Dominique Bruso:** I would like to develop my technical skills with AWS, I know it's been a challenge for me. In the past, lack of communication has caused some anxiety.

**Tianna:** My professional competency that I would like to develop more of is the networking competency. I feel that throughout the class I have done a good job at developing this skill but there is always room for improvement.

## 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*

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*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?
  - **If it is just between two individuals try to resolve it at the lowest level, if it can not be resolved at that level then another groupmate will be brought into it, if that does not resolve the issue an instructor/TA will be involved.**
- 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?
  - **A single person can bring up an issue because we do not want anyone to feel like their complaints aren't being addressed. It can also be a group decision in regards to work for example if someone is falling behind or decides to go another way that the group didn't agree on then that could be a time for group intervention.**
- What will your team do if one person is taking over the project and not letting the other members contribute?
  - How will you address concerns with a member who is worried that the group is not reaching a high enough standard?
    - **No one wants to pick up way more work than necessary but if that concern did arise then we just make sure that task are being delegated out and that everyone is being able to have a piece of input. A "time-out" will be called where everyone will stop, talk about the issue, everyone gives their input and then we tweak and change the plan and then continue on with our changes**
- 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?
  - **Mostly through communication. By being able to find out each others weaknesses and strengths and being able to support each other's weaknesses.**
- How will you raise concerns to members who are not adequately contributing?
  - **The way we would go through this problem is by it being a one on one conversation. Someone can come to the team leader and the team leader can say something to the person that is not contributing so that they do not feel attacked by the group.**
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?

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- **We will escalate the conflict if we kind of hit a brick wall and conversations between each other are no longer being productive. That is when we will escalate the conflict.**
- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up and communicating honestly?
  - **Listening more than you talk, being understanding and open to receiving what someone is saying, and not taking everything as a personal dig.**

## 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?
  - **We will just keep open communication in slack and use Github Project Manager to keep up with tasks that need to be done.**
- What hours will you be available to communicate?
  - **Regular class hours during the week 9am-6pm PST.**
  - **Outside of class hours through Slack**
- What platforms will you use to communicate (ie. Slack, Discord ...)?
  - **Slack, Google Calendar, etc.**
- How long are you allowed to work before taking a break?
  - **Two Hours**
- 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?
    - **Most of the time we will be in remo so we expect people to just speak up but after hours they can send a message in our Slack. We expect each teammate to have at least tried to Google the solution before asking teammates unless its something that they know another teammate has already troubleshooted before.**
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- How will you know if you are falling behind?

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- What is your plan if you start to fall behind?
  - **By looking at the Project Manager and having a conversation with each other. If we fall behind we will once again have a conversation and decide what needs to be handled first and then push through with our new plan.**
- What are your team's expectations for communication after hours and on the weekend?
  - **Slack messaging**
- What is your strategy for ensuring everyone's voice is heard?

If you are working remotely:

- How will you negotiate team members working in different time zones?
  - **Communications**
- What existing events (doctor's appointments, childcare, certification tests, etc.) will each person need to work around?
  - **Will be added to google calendar.**

## 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
  - 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 “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 you will identify tasks, assign tasks, know when they are complete, and manage work in general?
  - **Task will be identified by MVPs to stretch goals, MVP being the task that need to get done immediately to be able to have a functioning project and demonstration. Teammates will change the status of work in Project Manager when they are completed.**
- How often should teammates be pushing their work to GitHub, demonstrating the configurations, or otherwise *showing* their team the products of their work?
  - **Teammates should be pushing their work to GitHub everytime any changes are made and changing the status or adding a note into the Project Manager in Github.**
- What project management tool will be used? **Mentioned above.**
- How each teammate will document their progress on tasks so that work can be exchanged, assisted, and/or collaborated on effectively? **Through github project manager and by daily standups.**

## 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?
- What components of your project will live on GitHub?
- How will you structure the GitHub organization and the repos inside of it?

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- If it's helpful, include a drawn diagram or topology.
  - **An organization Github will be made with repositories for different sections, i.e. Project Material, VMs, SOPs.**
- How will you share the organization and the repositories with your teammates?
  - **Project manager and all teammates have admin/ editor priority.**
- What is your Git flow? How will you commit your work to GitHub?
  - **Every teammate will commit anytime any changes are made. There will be a commit message left describing what was done or changed each time as well.**
- How will you seek help if you encounter a situation?
  - **The process will be ask another teammate first, then ask google or chatgpt, and then we will ask an instructor or TA if we are still in the same spot.**