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## OPS-401d8-Team2-Team Agreement

### Cooperation Plan

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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?
  - Natasha Siramarco
    - I am detail oriented and big on communication, I believe that by having these skills it allows me to keep the project focused on the goal.
  - Nick Van Noort
    - One of my key strengths is **teamwork**. I believe that effective collaboration is crucial to the success of any project. I am adept at communicating clearly, listening to others, and understanding different perspectives. I also value the importance of playing my part in a team setting and stepping up when necessary.
  - Raheem Reed
    - Adaptability- I've been through tough challenges my whole life but I always managed to adapt and figure out any problem I had.
  - Ben Hobbs
    - I would classify my key strengths as Collaboration, Versatility, and Creative Analysis.
  - David Siebert
    - Adaptability- I look forward to a new challenge. I enjoy the opportunity to change course, redirect & find solutions to suit the evolution of the project.
- How can you best utilize these strengths in the execution of your project?
  - Natasha Siramarco
    - Communication allows for a clear understanding of what we are working on and have completed, and what is to come next.
  - Nick Van Noort
    - As a strong advocate for teamwork, I'll foster an environment of open communication and mutual respect, ensuring that everyone's ideas are heard and valued. I'll also collaborate proactively with team members, sharing my skills and learning from theirs, to help us collectively overcome challenges and achieve our project goals.

- Raheem Reed
    - I'm always willing to put my best foot forward and figure out any solution to help myself and the team.
  - Ben Hobbs
    - I can assist in creating a space where everyone is heard and feels that what they have to say/contribute will be treated with respect, even if it isn't the direction that we ultimately choose.
    - I bring a growth mindset to the table, so wherever the team feels I can contribute most, I am willing to learn and grow in that role to support our goals. Whether its presentation, design, or highly technical, I'll take it on...and figure it out for the team.
  - David Siebert
    - Being nimble during project week is essential. I look forward to facing the challenges we set, and working proactively towards our goals.
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- In which professional competencies do you each want to develop greater strength?
    - Natasha Siramarco
      - As a professional goal is to have a deep knowledge towards problem solving, I know my skill is good but always improving keeps me up to date and refreshes my mind on coding skills.
    - Nick Van Noort
      - While I'm confident in my current skills, I'm always looking for ways to grow and improve. I would like to further enhance my skills in DevOps and cloud security, as these are increasingly important areas in the field of cloud computing. I plan to take online courses and seek guidance from more experienced team members to deepen my understanding in these areas.
    - Raheem Reed
      - Tool proficiency- I know that I am better now then when I first started but my skills aren't where I want them to be when it comes to using different tools like splunk, AWS, etc.
    - Ben Hobbs
      - Tool Proficiency- I have experienced a lot of growth in this area already, and yet I feel this is where a lot of my opportunity still lies. Internalizing how best to use the tools that we've been introduced to.
      - Agile Proficiency- My journey with coding/scripting has newly begun and I am committed to learning better habits in Agile concepts to assist my growth in writing more stable, secure code and scripts.
    - David Siebert
      - Tool Proficiency- I am recognising my current technical knowledge & I am aware that developing tool proficiency is essential in all careers. Our project and additional curriculum will contribute to my proficiency.

- 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?
  - Scheduled coordination events, project management tool trello & open lines of communication. Team leader nomination. We will overview and white board our project as a team. This will ensure that the team understands each portion of the project, how to ask for assistance and what goals have been set.

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.

## Conflict Plan

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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?
  - Conflict in the group will be addressed openly to the group upon acknowledgement to address. Conflict is most often solved through open and direct communication. Team members will also feel free to address another member of the team for advice regarding conflict. If the conflict is severe and cannot be solved via vote or communication, our Codefellows Instructor will be notified as soon as appropriate.
- What will your team do if one person is taking over the project and not letting the other members contribute?
  - Our team will divide the project goals into individual presentations and projects. This will ensure that each member has an opportunity to shine. If a single team member should "take over" then we will remind them as a team we all need to contribute as equally as possible.
- 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 come closer to our presentation day, we will practice our individual demonstrations for the group. This allows each member to be educated on each demo, ask questions and ensure overall project coherence.
- How will you raise concerns to members who are not adequately contributing?
  - As a team we will divide our project into manageable sections, and allow adequate time for each deliverable to be presented to the group. This will help mitigate the risk of lower contribution. If a team member is not contributing adequately, we will identify where assistance is needed to get back to our team contribution standards and timeline.
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
  - In the event of unsuccessful conflict resolution, as a team we will inform our instructor with the goal of remediation.

# Communication Plan

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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:

- **Availability for Communication**
  - Our team will be available to communicate from 9 am to 6 pm. It's important that we respect each other's time outside of these hours unless there's an urgent issue that needs to be addressed immediately.
- **Communication Platforms**
  - Our primary methods of communication will be Slack for quick messages, discussions, and updates, and email for more formal communication or when sharing larger files or more detailed information.
- **Breaks**
  - While working hours are from 9 am to 6 pm, we understand the importance of mental health and productivity. As such, team members are encouraged to take breaks as needed. We trust each other to manage our time effectively.
- **Falling Behind**
  - In the event that a team member or the team as a whole starts to fall behind, we will maintain open lines of communication. The affected person should reach out to the rest of the team as soon as possible to ask for assistance or adjust the plan as needed.
- **After-Hours and Weekend Communication**
  - While we respect everyone's personal time, we understand that sometimes it may be necessary to communicate outside of standard hours. For such instances, we will use Slack. However, we should try to limit this to urgent situations or important updates.
- **Ensuring Everyone's Voice is Heard**
  - To ensure everyone's voice is heard, we will have daily stand-ups where each member will have the opportunity to update the team on their work, any issues they're facing, and any help they might need. These meetings should be a safe space for everyone to express their views and ideas.
- **Creating a Safe Environment**
  - We are committed to creating a safe and inclusive environment where everyone feels comfortable speaking up. Each team member's ideas and opinions are valuable and we encourage everyone to express their thoughts. We will support each other and provide constructive feedback. Any form of disrespect or intolerance will not be acceptable.

By adhering to this communication plan, we aim to work effectively as a team, respect each other's time and ideas, and produce high-quality work.

# Work Plan

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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:

- **Identifying and Assigning Tasks**

- The first step in our work plan involves identifying the tasks that need to be done. We will create a comprehensive list of tasks by breaking down the project into smaller, manageable parts. Each task will be described in detail so that its purpose and requirements are clear.
- Once we have identified the tasks, we will assign them based on each team member's skills, interests, and workload. This will be a collaborative process to ensure that everyone is comfortable with their assigned tasks and the project as a whole is well-balanced.

- **Tracking Task Completion and Managing Work**

- To track the progress of tasks and manage work in general, we will use a project management tool. This tool will help us visualize the status of each task and the project as a whole. Each team member will be responsible for updating the status of their tasks in the project management tool. This will allow the entire team to see the progress of the project at a glance and will help us identify any potential delays or issues early.
- We will consider a task complete when it meets its defined requirements and has been reviewed and approved by the team. The team member who completed the task will mark it as done in the project management tool.

- **Project Management Tool**

- For our project, we will use Trello as our project management tool. Trello's board-and-card system will allow us to clearly define and organize tasks, assign them to team members, and track their progress. It's a simple yet effective tool that can be accessed from anywhere, which will make it easier for us to manage the project even if we're not all in the same location.

By implementing this work plan, we aim to ensure that our project is well-organized, that tasks are clearly defined and assigned, and that our progress is transparent and easy to track. This will help us work more efficiently and effectively as a team, and will increase our chances of completing the project successfully and on time.

## Git Process

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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?
  - In the working phase of creating documents (Deliverables like "Team Agreement", "Project Scenario", "Presentation Slide Deck") these efforts will be maintained and updated in Google Drive for ease of collaboration, real-time visibility, and adaptation.
- What components of your project will live on GitHub?
  - Final .pdf documents of our Google Docs will live on GitHub
- How will you structure the GitHub organization and the repos inside of it?
  - [SilverLine-Security \(github.com\)](https://github.com/SilverLine-Security)
- How will you share the organization and the repositories with your teammates?

- All teammates will have owner-level privileges of the organization
  - Repositories will be cloned locally by teammates with changes pushed to the main
- What is your Git flow? How will you commit your work to GitHub?
  - Before working in the Organization GitHub every time they log in, teammates will execute a “git pull” command to ensure that we are working with the most up-to-date version of the main branch