

**CS 171 – Design Sprint**

Week 1 - Process Book & Team Agreements

At the end of our first class, you will be randomly assigned to a group of 3-4 students in Zoom break-out rooms.

* Once you have been assigned a break-out room, please join the room (you may also join the room automatically). The other students in the same room will be your group members for the design sprints.
* If, for any reason, you miss the first class please contact us and we will assign you to a random team as soon as possible. Email [staff@cs171.org](mailto:staff@cs171.org) with your full name, email and lecture session time.

In the break-out room, please:

1. Introduce yourself to each other, and then decide on your group leader (aka the decider).
2. Pick a team name. It can be funny, but please keep it clean.
3. The group leader will then:
   1. Create a Google Doc and copy [this process book template](https://docs.google.com/document/d/1rFNsOdAwPgAAyjeDpAykus060zjr3IhSd2FvknnWVQc/edit?usp=sharing) into it.
   2. Add the team name, names and email addresses of all team members.
   3. Share the Google Doc with the team members. Make sure to **only** give your group members read and write access using their email addresses. This is **IMPORTANT**, as you do not want to share your work with the public.
   4. Sign up your group, including the process book URL, here <link removed>.
4. The group will then discuss your team agreement. Here is [an example](https://docs.google.com/document/d/10zmYLYIWxnEbMXS0cgR1eSnH_tgznyzYl53a93HSkjE/edit?usp=sharing), but you should create your own.

Questions to Consider for Team Agreement

- How will you communicate?

- How/when will you meet?

- How will you collaborate on implementation?

- What are your team roles? (decider, GitHub czar…)

- How will you deal with non-performing members?

1. The group should then discuss which of these [five different data sets](https://drive.google.com/file/d/1GF4MLfpbRXO4FZjRSL1HI4e1R7uUn5Af/view?usp=sharing) you want to use throughout the design sprint. Add the name of your data set and a brief explanation of why you chose it to your process book.

We will assign a TF as your design sprint mentor. The TF will contact you via email by Friday of the first week. The group leader will then:

* Give read and write access to the TF for the process book using the TFs email. See point 3c above about not making your process book available to the world.

Please enter the information of your team members in the shared Google Sheet **before 11:59 pm EDT on Thursday, September 3**. Finish all of these week 1 tasks **before 11:59 pm EDT on Sunday, September 6**. We will continue with the “Map” phase in week 2’s class.

Take a look at the design sprint overview document if you have not done so already. Every week by Sunday, you will need to update your process book with the weekly assigned activities. Your mentor will check your updates and leave comments and feedback directly in your process book. You will then review their feedback and comments and revise your process book accordingly if needed.