Final Project Prep #1: Team Agreement

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Cooperation Plan

- *What are the key strengths of each person on the team?*
    - Ben - Communication, Collaboration, Versatility, and Creative Analysis
    - Robert - Collaboration, Consistency, Communication
    - Jon - Research, Critical Thinking, and Communication
    - Chris Bennett - Investigation, analysis, presentation skills, leadership, writing SOPs
    - Gerald Reitmeyer - communication, attention to detail
- *How can you best utilize these strengths in the execution of your project?*
    - Since this is a learning environment, it is good for people to work on things that are not strengths for them to develop more skill, while those who are stronger at the task advise and assist. If time becomes an issue, there may be a shift to people taking on areas where they are stronger to push through to the end.
- *In which professional competencies do you each want to develop greater strength?*
    - Ben - Tool Proficiency- Internalizing how best to use the tools that we've been introduced to.
    - Robert - Technical and problem solving skills
    - Jon - Gradual Implementation in a dynamic environment, creating alerts
    - Gerald - confidence
    - Chris Bennett - Time management

- *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?*
  - Frequent communication, assigning tasks that work to strengths, collaborating on weaker tasks, being signed in on Remo as much as possible and available to answer Slack messages when not able to be on Remo.

Conflict Plan

- *What will be your group's process to resolve conflict, when it arises?*
  - Group discussion and democratic resolution. If discussion doesn't resolve the issue, the majority vote will rule.
- *What will your team do if one person is taking over the project and not letting the other members contribute?*
  - Discuss as a group and, if necessary, contact the instructor.
- *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?*
  - Assign tasks that work to people's strengths and offer collaborative support as needed.
- *How will you raise concerns to members who are not adequately contributing?*
  - We will all know if someone isn't pulling their weight and calmly confront them and give them a chance to change. If unsuccessful, we will escalate to the instructor.
- *How and when will you escalate the conflict if your resolution attempts are unsuccessful?*
  - If we are unable to settle conflict through dialogue or by taking a vote on an issue, we can escalate the conflict to the instructor.

Communication Plan

- *What hours will you be available to communicate?*
  - Team Hours 9am PST - 6pm PST
- *What platforms will you use to communicate (ie. Slack, Discord …)?*
  - Slack
  - Remo
- *How often will you take breaks?*
  - Each member will be trusted to schedule their breaks as they need. We will all mostly be available during the team hours listed above, while some may be working earlier or later, based on time zone. If someone needs to be away for an extended period of time during team hours (such as more than an hour) they will notify the team either verbally on Remo, or through a Slack message.
- *What is your plan if you start to fall behind?*
  - Each team member is expected to inform the others of their status so we can cover down if needed.
- *How will you communicate after hours and on the weekend?*
  - Slack
- *What is your strategy for ensuring everyone's voice is heard?*

- - Encourage turn-taking during a group discussion, make sure everyone speaks up during the morning stand-up meeting.
  - *How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up?*
    - Encourage turn-taking during a group discussion, make sure everyone speaks up during the morning stand-up meeting
    - Ask each other questions inviting them to share their thoughts and opinions with the group.

Work Plan

- *How will you identify tasks, assign tasks, know when they are complete, and manage work in general?*
  - Compare the assigned project against the "Grading" Section outlined in Project: Prep #2 and create actionable tasks, assign tasks based on team member preference/desire to develop skills/strengths
- *What project management tool will be used?*
  - Github Projects

Git Process

- *What components of your project will be recorded in a Google Doc?*
  - SOPs
  - Topologies will be created with draw.io and imported into the Google folder
- *What components of your project will live on GitHub?*
  - README
  - Presentation and Project Organization materials.
  - Topologies, and other documentation.
  - Scripts
  - PDFs of finalized Google docs
- *How will you structure the GitHub organization and the repos inside of it?*
  - Jonathan will be the "GitGuru" and be the gatekeeper to control the repos. He will be responsible for organizing, maintaining and posting to the repo. That will keep us from creating a mess, with too many "fingers in the pot".
- *How will you share the organization and the repositories with your teammates?*
  - Add each member as an owner so everyone can clone the repo and push their work.
- *What is your Git flow? How will you commit your work to GitHub?*
  - Scripts will be added through VSCode
  - Google Docs will be linked and eventually uploaded into GitHub as PDFs
  - Some Git docs may be entered directly via markdown