

# Seattle-ops-301d8

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**Eduardo Ayala**  
**Nick Van Noort**  
**Carlos Rojas**  
**Colin Wilde**  
**Natasha Siramarco**

## **Group Project: Team Agreement**

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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.

### **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.

### **Schedule your practice session**

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Work with your instructor to schedule a "practice run" of your presentation.

Plan for a 45-60 minute meeting during the class session before your actual presentation to allow time for both your practice run and feedback from the instructional team. During the practice presentation, the instructional team will provide constructive feedback about the flow of the presentation and technical demo.

Your team should practice the presentation prior to rehearsals with the instructional team.

Reminder as you work on and practice your presentations:

- Expressions of gratitude should be heartfelt.

- When not presenting, team members should make strong eye contact with the “audience” / camera.
- Be positive, no matter how tired or burned out you may feel. Remember, “Your smiles can be heard over the phone”

Why:

If there are any issues in your final product’s functionality, it is better to catch them ahead of time. This is also an opportunity to view the technical demonstration as it will be shared with the audience. Evaluate any screen size issues, color changes due if you are projecting, and overall impact on the user’s experience. The practice round will also allow the team to work on the flow of the presentation as speaking roles are passed from one member to another.

Decide which computer to use during the presentation and have that computer fully ready for the practice session. Make sure you have any cables or adaptors needed, and know what settings are needed to share your screen (and audio, if relevant). Test this computer as the driver of the presentation BEFORE your practice. Test a backup computer as well, just in case.

The appropriate dress code is business casual - not too formal and not too casual.

In addition to the scheduled practice session, the team is encouraged to continue to practice on their own. Keep track of the time and adjust accordingly. Practice with the microphone (muting / unmuting, or holding something if in-person) to feel comfortable with it, and practice passing the microphone between team members as you switch speaking roles if in-person.

Speak clearly and do not use slang or profanity. Take it seriously and be professional.

## **Deliverable**

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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.

## 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: I am good with objectives and being detailed oriented, also communication
  - Nick: I am good with overall teamwork. Most things run smoother when you have teammates supporting you
  - Ed: I embrace collaborative team efforts and shared perspectives. Focused on developing the MVP (minimal viable product) then improving it. Interchangeable in roles, supporting the whole team.
  - Colin: Patience, curiosity, ingenuity, and resolve.
  - Carlos: Teamwork: Working well with others, valuing diverse perspectives, and contributing positively to group dynamics.
- How can you best utilize these strengths in the execution of your project?
  - Natasha: I can help with formatting, and since I am on the east coast I tend to get on early in the morning to finish pending tasks and also help in labeling goals
  - Nick: I can help make sure everyone is hitting their work milestones
  - Ed: Will use all available resources to meet objectives.  
Research/documentation
  - Colin: With everyone applying their distinct skill set I believe we can work together well.
  - Carlos: I can assist with writing documentation
- In which professional competencies do you each want to develop greater strength?

- Natasha: There is always room for growth in coding, having the deliverables completed a day prior to turning them in and having a list of duties/to do list for everyone.
- Carlos: problem solving
- Nick: Technical skills, I could use a more detailed understanding of what the different parts of the network are doing.
- Ed: I want to continue to develop my technical skills while applying them to this project for critical problem solving.
- 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?
  - Colin: Great communication is key. Catching each other up after we all complete our portions is very important.
  - Carlos: 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.
  - Natasha: Having a form of a scrum board can be helpful and also using slack to keep track of tasks and what has been completed.
  - Nick: in our daily stand-ups making sure everyone knows exactly what they are doing and how that fits into the bigger picture.
  - Ed: Be available and engaged with daily requirements. Set intervals to meet established time requirements for deliverables.

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?
  - Colin: If someone feels wronged or not comfortable they should feel free to speak up. The rest of the group should mute and allow the person to speak their mind.
  - Natasha: We should allow for the individuals to resolve their conflict and have effective communication
  - Carlos: All team members involved in the conflict will be encouraged to express their perspectives and concerns. Active listening will be emphasized to ensure that each person feels heard and understood.

- Nick: Take time to understand the issue from all slides and work toward an answer that benefits the group as whole
- Ed: To discuss and resolve areas of concern/grievances the same day. Reassign tasks as required based off the dynamic evolution of set discrepancy. One team, one fight.
- What will your team do if one person is taking over the project and not letting the other members contribute?
  - Colin: We should all contribute equally, so if someone is feeling that way, they should let the others know. Alternatively, if others are feeling like they would like to contribute more, they should speak up as well.
  - Natasha: We should address the concern in a non-hostile approach and allow for all to be able to contribute/lead the project as well.
  - Carlos: All team members, including the person taking over, will be encouraged to actively listen to each other's perspectives. The aim is to foster understanding and create an environment where everyone feels heard and valued.
  - Ed: Address it with the team and employ our agreed upon conflict resolution agreement.
- 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?
  - Colin: I have had a lot of successful-feeling-days teaching and being teaching and being taught by our classmates during labs and OPS challenges. I would like us all to try and teach each other when applicable.
  - Natasha: Slack!!! And communication. Flexibility and improvisation is key to have the project completed in a successful team
  - Carlos: Flexibility and adaptability, Recognize that team members may progress at different paces and adjust expectations accordingly. Be flexible and adaptable to accommodate different learning styles and provide additional support or guidance when needed.
  - Ed: Practice patience and communication with members to find ways to remedy deficiency without detracting from the end state.
- How will you raise concerns to members who are not adequately contributing?
  - Colin: We should absolutely talk about it amongst ourselves.
  - Natasha: One of the team members can contact them to see if everything is alright and if there is anything they need to be able to continue on the project.
  - Carlos: Active listening: Give the team member an opportunity to express their perspective and listen actively to their thoughts and concerns.
  - Ed: Address the member directly (does not have to be in public) and inquire what may be causing the member to fall away.

- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
  - Colin: If we cannot come to a conclusion ourselves, we should consult with Ethan or a TA.
  - Natasha: We should escalate the conflict if there is no resolution or if everyone is feeling quite negative about the individual.
  - Ed: If conflict cannot be resolved within the group, consult with either a TA or our instructor Ethan to provide mediation to best assist.

## 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:

- What hours will you be available to communicate?
  - Colin: Colin: My preferred times would be 8-6 PST
  - Natasha: Best way to reach via Slack 8am-8pm EST (5am-5pm PST)
  - Nick: My preferred times would be 9-6 PST
  - Carlos: preferred times 9-6 PST
  - Ed: Slack chat (8am - 9pm PST) REMO Online 8am to 4pm PST
- What platforms will you use to communicate (ie. Slack, Discord ...)?
  - Colin: Remo seems to work best
  - Natasha: Slack and Remo
  - Nick: Slack and Remo
  - Carlos: Slack and Remo
  - Ed: Slack, Remo, Discord
- How often will you take breaks?
  - Colin: As often as we need to in order to not feel burned out.
  - Natasha: As often as needed
  - Nick: As need to ensure a high level of productive
  - Carlos: as often as needed
  - Ed: As required
- What is your plan if you start to fall behind?
  - Colin: Use notes/lab experience to find a simpler less time consuming alternative
  - Natasha: Communicate with the team and use slack to keep track of progress.

- Nick: Talk to the other team members as soon as you realize you are falling behind.
- Carlos: Prioritize and re-evaluate tasks
- Ed: Communicate to the team. Re-evaluate requirements and refine efforts.
- How will you communicate after hours and on the weekend?
  - Colin: I will check Slack as often as I can on the weekends.
  - Natasha: Slack and Remo
  - Nick: Slack(its on my phone too)
  - Carlos: Slack
  - Ed: Slack (Slack Mobile)
- What is your strategy for ensuring everyone's voice is heard?
  - Colin: Checking in with each other is important. If someone is quiet, maybe they could use their help
  - Natasha: Listen proactively and have someone intervene if there is no understanding
  - Nick: everyone gets a chance to speak in the daily standups
  - Carlos: Providing equal opportunities for participation
  - Ed: Listen with intent. Provide feedback for understanding.
- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up?
  - Nick: Not judge any of the ideas presented. Brainstorming is needed.
  - Natasha: Positivity, good energy, patience, and finding common ground.
  - Carlos: Encourage constructive feedback
  - Ed: Remain patient, value all perspectives, keep feedback constructive.

## 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:

- How will you identify tasks, assign tasks, know when they are complete, and manage work in general?

- Colin: Github action board was helpful to me in the past.
- Natasha: Reading the prep documentation, communications who whats to take which sections, and having the project divided equally.
- Nick: project management system is a must
- What project management tool will be used?
  - Colin: Github action board.

## 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?
  - Natasha: Team Agreement
  - Colin: Team Agreement
  - Ed: Team Agreement
- What components of your project will live on GitHub?
  - Natasha: Deliverables
  - Colin: Deliverables
  - Ed: Deliverables
- How will you structure the GitHub organization and the repos inside of it?
  - Natasha: Between the project management board and having the repos
  - Repositories for Documentation, Topology, and the Github board,
- How will you share the organization and the repositories with your teammates?
  - All team members will be added to the project repo, so everyone will have full access to any idea posted.
- What is your Git flow? How will you commit your work to GitHub?
  - Natasha: Based on learning preferences this can be accomplished with the following:
    - Vscode
      - Markdown
      - git
    - Github
      - Repos
      - Project management