Team Members: Breanna Taylor (BT), Hector Cordova(HC), William Baur(WB), Festus Oguhebe (FO), Tommy Taylor(TT), David Renteria(DR)

Take Account of Your Strengths:

Describe at least:

- **What are the key strengths of each person on the team?**
    - DR: My key strengths are my ability to communicate effectively, and I understand the importance of teamwork and how others' knowledge, skills, and opinions can significantly impact the positive results of projects.
    - WB: My key strengths are high-level professionalism, leadership experience, project management, and being an effective communicator.
    - FO: My key strengths are adapting as needed, relationship management, and intel gathering.
    - BT: MY key strengths are my adaptability, strong work ethic, and great collaboration skills.
    - HC: My key strengths are my dedication, diligence, and teamwork.
    - TT: My key strengths are my exceptional leadership skills, organizational and time management skills, and ability to empathize with others.
- **How can you best utilize these strengths in the execution of your project?**
    - DR: Taking time to get to know my teammates will go a long way in ensuring I respect their time and other commitments. Additionally, being able to respectfully communicate with each of them will be imperative.
    - TT: I will communicate constantly in Slack, Remo, and GitHub. I will also take my portion of the project in a responsible manner and produce deliverables early if possible.
    - HC: I believe the best use of my strengths is to know what is expected of me and what my job is so I can work with some guidance.
    - WB: My project management and leadership skills will help with keeping deadlines and everyone is properly tasked.
    - **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?)**
    - DR: I usually get my best work done outside of dedicated class time between 0700-0859PST as I'm generally alone with three crazy kids due to my wife working out of state for weeks. Evenings (Remo time) can be challenging as I have to help with homework, make dinner, and put them in bed. Then, from 1800-2000 PST, I can focus entirely on work.
    - TT: I do my best work in the morning and in the afternoon.
    - HC: During our regularly scheduled class hours.
    - WB: Normal class hours, outside of that, if there's availability then it may be possible if pre-planned so 11 AM - 8 PM CST.
    - BT: I'm available though Normal class hours,however I work better 6 P.M -10 P.M.

Take Account of Your Areas for Growth:

Describe at least:

- **In which professional competencies do you each want to develop greater strength?**
  - DR: I would like to develop my "creative" side as I've been deemed a "black or white" with rigorous habits that are normally focused on mission accomplishment (blame it on 21 years in the Army)
  - TT: I want to develop my expertise in the process and tools. I lack a lot of experience in that competency, and this project will allow me to gain experience.
  - HC: I would like to develop my "Craft" more.
  - WB: Focusing on the skill development of the craft and technologies
  - BT: I'd like to improve my craft and technologies skills due to my lack of experience within the field.
- **What is an aspect of group projects which has caused each of you stress or anxiety in the past?**
  - DR: In a project I had in my Web Dev course, our "smart guy" was always working on things after hours without our opinions or input, and we'd wake up the next day to find massive changes to our application. It was frustrating, to say the least.
  - TT: For the group projects I have played a part in, I would say the beginning, it's helpful for me to get the ball rolling, and then I can focus on completing my portion of the project. Overall, the beginning is the most stressful due to my anxiety to get started.
  - HC: People showing up and pulling their weight.
  - WB: Since we are not local individuals who are "unavailable" during the agreed-upon times and will not respond.
  - BT: No clear path or direction.

Conflict & Confrontation Plan:

Describe at least:

- **What will be your group's process to resolve conflict when it arises?**
  - DR: As adults, we can have mature conversations to work through challenges/issues.
  - TT: I will communicate consistently with my peers and not leave them uninformed. Most conflict results from a lack of respect, communication, and emotion. I will engage in dialogue if a conflict arises so we can agree and continue the project.
  - HC: Resolve it as a team, think of the MVP, and if needed bring in a 3rd party.
  - WB: Information should be brought up if and when it happens to prevent it from getting worse.
  - BT: Respectful Communication
- **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?**

- DR: If, after mature conversations, we can't come to an agreement, I believe that'd be an appropriate time to request intervention/mediation from an instructor. It should be a collective decision.
- TT: As a group, if the majority believes that an intervention is called for an ongoing issue, we can call in an instructor or course administrator.
- RG: We will assess the severity, impact, and potential for conflict escalation through open dialogue and consensus-building. A single member will not make it unilaterally, as we believe in collaborative problem-solving to ensure fairness and effectiveness in addressing conflicts.
- HC: If the team cannot decide how to handle it on their own and if we are at a draw.
- WB: If the group cannot find common ground outside 3rd impartial third party should be brought in.
- BT: If group conflict can't be handled within then within agreeance of the group outside intervention should be asked for.
- **What will your team do if one person is taking over the project and not letting the other members contribute?**
  - TT: I would address the lack of equitable contribution and see if we can compromise.
  - WB: The issue will be brought to the individual by the team if no resolution can be found. If not, it should be escalated to Codefellows instructor staff.
  - BT: Address the issue directly and respectfully.
- **How will you address concerns with a member worried the group is not reaching a high enough standard**
  - If we have a "lone wolf," we'll address it maturely, as stated above, and if they feel we're not at a high level of output, then we should be able to have fair but honest self-reflections to see if we can do that little "extra" ordinary.
  - TT: Ask to be included, ask where we can help, tell them we need to be able to do this as a team.
  - WB: The group will agree to a minimum standard. If one individual feels the need to help bring someone else's level of work up to their interpretation of the standards they shall do so professionally and courteously.
  - BT- Communicate the concerns, address them and find ways to resolve the concern.
- **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?**
  - TT: Technology makes asynchronous learning and work more accessible, but we will inform each other of our schedules, personal commitments, and appointments and devise a plan that works for everyone.
  - We will use the tools at our disposal to keep everybody appraised of the situation of the ongoing project. We can use email, slack, and Remo, to name a few, for everyone to be on the same page.
  - HC: Make sure that even if people are not on the same level they can understand all aspects of the project
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- How will you raise concerns to members who are not adequately contributing?
  - We will have a mature and respectful conversation about it.

- TT: I would ask the member privately if everything is okay and if they need more responsibility in the project. If they continue not to contribute significantly, we can discuss it as a group.
- HC: The team member will be approached and asked to contribute more, if that is not successful there will be a 3rd party interaction.
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
  - We will request intervention/mediation from an instructor if we can't develop a collective resolution.
  - TT: After the second mediation between group members, I would contact the instructor.
  - HC: Talk off line to an instructor and ask their advice.
- How will you create a safe environment where everyone feels comfortable speaking up and communicating honestly?
  - We will ensure we maintain respectful honesty and treat each other with the same dignity we would want for ourselves.
  - TT: I will maintain respect for my group peers and try to see if everyone feels comfortable with the situation.
  - HC: Keep everything SFW

Cooperation & Scheduling Plan:

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 have morning meetings/"stand-ups" where we address any concerns or questions either internally or with instructor/TA assistance. Additionally, we will outline the "Guideline Requirements" in GitHub Project's Kanban style board and designate tasks as best as possible.
- What hours will you be available to communicate?
  - Thanks to technology, we'll be able to communicate 24/7, but we will still be respectful of each other's personal time and not make requests when it's not appropriate.
- What platforms will you use to communicate (ie. Slack, Discord …)?
  - We will use Slack, Zoom, and Remo to communicate in most, if not all, situations.
- How long are you allowed to work before taking a break?
  - We will take breaks around the top of each hour in order to stay fresh and engaged.
  - We can also remind members to drink water and not skip meals due to project work.
- 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?
    - If a team member gets stuck or needs assistance, we will communicate through Zoom, Slack, or Remo channels, and we would hope that they did some research - i.e. using Google Search or ChatGPT - prior to asking for assistance as we will all be working on separate things.
- How will you know if you are falling behind?

- What is your plan if you start to fall behind?
  - We will know if we're following behind by monitoring and updating the Kanban board daily at morning meetings, and, if we do fall behind, we will figure out a plan to catch back up - whether that means one of us providing additional support or examining whether we need to modify our plans/methodologies.
- What are your team's expectations for communication after hours and on the weekend?
  - We will come to an agreement on times and days when communication is acceptable, and, if it falls outside of those times and days, we will hold all issues until the following "business" day's morning meeting.
- What is your strategy for ensuring everyone's voice is heard?
  - During our initial meeting and all subsequent meetings, we will ensure it's an "open" forum where each of our opinions and input is valued and required.
- How will you negotiate with team members working in different time zones?
  - We will make best attempts to plan and delegate tasks as well aligned to our personal commitments and schedules in order to ensure we're able to accomplish both our individual and collective tasks.
- What existing events (doctor's appointments, childcare, certification tests, etc.) will each person need to work around?
  - DR: I only have to work around childcare - picking up from school and household duties in the evening. I'm not making any appointments during this course except for special/emergency situations.
  - TT: I don't have any pressing issues that I would need to work around.

Work Plan:

Describe at least:

- How will you identify tasks, assign tasks, know when they are complete, and manage work in general?
  - We will use the cybersecurity-401d10/blob/main/class-20/project-guidelines.md "Guideline Requirements" to identify tasks, and we'll utilize GH Project's Kanban board tool to manage them.
- How often should teammates be pushing their work to GitHub, demonstrating the configurations, or otherwise *showing* their team the products of their work?
  - We should be either pushing to GH or presenting during morning meetings our work products.
- What project management tool will be used?
  - We will utilize GH Project's Kanban board in order to reduce time spent accessing more than necessary applications and provide us a "one stop shop."
- How will each teammate document their progress on tasks so that work can be exchanged, assisted, and/or collaborated on effectively?
  - We will document our work in our GH repos or on Google docs.
  - Here is a link to the GitHub repo: https://github.com/D-E-E-P-Impact

Git Process:

Describe at least:

- What components of your project will be recorded in a Google Doc?
  - We will collectively decide which parts of the project will be recorded on Google Docs. Most likely, most document related parts - ie SOPs, presentations - will be on Google Docs.
- What components of your project will live on GitHub?
  - We will collectively decide which parts of the project will be recorded on GH. Most likely, most script and md files will be on Google Docs.
  - Here is a link to the GitHub repo for the project: https://github.com/D-E-E-P-Impact
- How will you structure the GitHub organization and the repos inside of it?
  - If it's helpful, include a drawn diagram or topology.
    - We will have all of our files - ie ReadMe.md, Repos, and PM links separate but highlighted in our Org's home page in an aesthetically pleasing but still organized and functional manner.
- How will you share the organization and the repositories with your teammates?
  - Each member was granted access to the organization through their GH email/username and then given "admin" privileges, and we will do the same with our repos.
- What is your Git flow? How will you commit your work to GitHub?
  - Our Git flow with most scripts will be ACP, but some files, such as markdowns will be created and/or uploaded then committed directly on the GH website.
- How will you seek help if you encounter a gituation?
  - We will first research - i.e. Google Search or ChatGPT - solutions, then ask for help internally, and, lastly, ask for help from an instructor or TA.