

# Group Project: Team Agreement

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.

## Step 1: 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.

Everyone in the group shared their input in Remo for all answers given.

## Step 2: Start Your Team Agreement Document

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.

## Step 3: Get to know your team:

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.

### Take Account of Your Strengths:

Describe at least:

- What are the key strengths of each person on the team?

Brad - adaptability

Omar - Great technical skills

Steve - Versatile, great communication

Julian - Good focus, great teammate

- How can you best utilize these strengths in the execution of your project?

Everyone knows their role, open communication, good team effort, if you need help ask for it, making sure everyone is on the same page.

If you are working remotely:

- 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?)

11am meetups, communicate in group chat if you are going to be late or are having any issues.

## Take Account of Your Areas for Growth:

Describe at least:

- In which professional competencies do you each want to develop greater strength?

Asking for help. Also having great team organizational skills and communication skills

- What is an aspect of group projects which has caused each of you stress or anxiety in the past?

Nobody wants to be stuck doing all of the work. We have been in groups prior that some people don't put in the same effort but still get the same grade. Communication issues can also be a problem.

## Step 4: Create a Conflict and Confrontation Plan

Your team should agree on a process for engaging in disagreement and communicating honestly while prioritizing kindness and minimizing ego. Some teams may find themselves in perfect synchronicity. Others may experience clashes of personality which need to be worked through. Others may find that a certain amount of conflict is a source of creativity and inspiration. Every group emerges with its own personality, which is more than the sum of its parts.

The purpose of this part of the Team Agreements is to establish some guardrails to help ensure that any conflict or disagreements can remain healthy and productive, and that if feelings do get hurt then there is an avenue for communication and reconciliation.

**Try to be as detailed and specific as possible.** You may not think that conflict or hurt feelings are likely to occur in your group, but it is better to have a plan in place ahead of time so you can all refer back to it when necessary.

**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, and remember that this is a school project and individual and collective learning and growth is ultimately more valuable than the relative quality of the finished product.*

Describe at least:

- What will be your group's process to resolve conflict, when it arises?

If anyone has any issues or concerns, there will be a space held in the slack group chat for people to provide input without judgment (or in Remo if needed). For Resolution: Team vote.

- 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?

Group decision, using empathy to understand others' point of view.

- What will your team do if one person is taking over the project and not letting the other members contribute?

This won't be an issue with the group. As long as individual roles are established we all have our own work to do.

- How will you address concerns with a member who is worried that the group is not reaching a high enough standard?

Having good communication, and making sure we're working together. We can break apart in groups and talk it out if need be but we are all adults.

- 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?

It can be helpful to have a group of people who aren't all on the same level of mastery. It provides diversity in input, and skill building with communication and problem solving.

- How will you raise concerns to members who are not adequately contributing?

Be respectful, check ins to make sure the person is doing okay and understands the content well. No assumptions.

- How and when will you escalate the conflict if your resolution attempts are unsuccessful?

Depends on the severity. IF we can't come to a middle ground, consult Ethan

- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up and communicating honestly?

Be nice, respectful. Offer open communication and empathy. Slack is a safe place.

## Step 5: Create a Cooperation and Scheduling Plan

Before beginning to tackle the project, determine how your group will communicate and work together. This is not an individual effort. Make sure everyone feels comfortable with the identified methods of speaking up.

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?

Meet at 11am, create a agenda for the day, reviewing where everyone is at the end of the group session.

- What hours will you be available to communicate?

Slack is pretty open throughout the day. (11a-8p) Depends on the day.

- What platforms will you use to communicate (ie. Slack, Discord ...)?

Slack, Remo

- How long are you allowed to work before taking a break?

Situational, at most 2 hour sessions. Adaptable.

- How will you seek out teammates for assistance when you get stuck?

Ask for help from the group in Remo, or message in Slack.

- How do you expect a teammate to ask for assistance? What resources do you expect them to have already used?

Ask questions about the troubleshooting they attempted beforehand. Google, ChatGPT, Youtube before asking for help.

- How will you know if you are falling behind?

Having a review at the end of the session to know where everyone is at.

- What is your plan if you start to fall behind?

Ask for help.

- What are your team's expectations for communication after hours and on the weekend?

No communication before 8am, or weekends.

- What is your strategy for ensuring everyone's voice is heard?

Active listening, everyone has space to provide their personal input.

If you are working remotely:

- How will you negotiate team members working in different time zones?

We're all in the same time zone.

- What existing events (doctor's appointments, childcare, certification tests, etc.) will each person need to work around?

Omar has his exam on Wednesday the 17th, however he might reschedule it.

## Create a shared Google Calendar:

- Have each team member fill in:
  - Any scheduling conflicts which will take them away from work during core work hours
  - Any time periods they expect to be working outside of core hours

- As a team, create events for:
  - Morning standup - 11am CST
  - Afternoon check-in (optional) 1pm, 4pm CST
  - Practice presentation with your instructor
    - Day 04 of project week for in person courses, or a few days before the final presentation – communicate with your instructor about scheduling)

11am on Thursday (tentatively)

- Deadline for submitting deliverables for instructor review
  - Day 03 of project week for in person courses – deliverables only need to be complete enough for your instructor to give feedback

8pm - Wednesday

- Final Presentations (you will need to be online 15-30 minutes before the event officially begins, so account for that)
- Any other practice sessions, team meetings, etc.

Same schedule every day. We just need to be flexible.

Create event reminders as needed.

## Step 6: Work Plan

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?

Over the weekend read plans and gather notes to go over together on Monday.

- How often should teammates be pushing their work to GitHub, demonstrating the configurations, or otherwise *showing* their team the products of their work?

Once or twice a day.

- What project management tool will be used?

Trello

- How will each teammate document their progress on tasks so that work can be exchanged, assisted, and/or collaborated on effectively?

Google Docs

## Git Process

Plan out what your team's Git workflow looks like for scripting, SOPs, documentation, and other deliverables.

Describe at least:

- What components of your project will be recorded in a Google Doc?

Information regarding services, processes and SOP.

- What components of your project will live on GitHub?

Any programs or code.

- How will you structure the GitHub organization and the repos inside of it?
  - If it's helpful, include a drawn diagram or topology.

Folders in the repo to keep organized.

- How will you share the organization and the repositories with your teammates?

Slack

- What is your Git flow? How will you commit your work to GitHub?

[The folder system with proper documentation.](#)

- How will you seek help if you encounter a situation?

[Ask for help from your team, if we can't figure that out, submit a ticket for a TA.](#)

## Step 7: Submit Your Work

**This is a group submission. Only one person must submit for group credit.**

Please have everyone's name at the top of the Google Doc.

Share your Google Doc so that "Anyone with the link can comment" in the submission field below.

This step must be completed and approved before proceeding with any project work. Notify your instructor when this is ready for review.