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Team 2 - Team Operation Agreement

- What are the key strengths of each person on the team?
- Bradly
- Ethan: Adapts to ambiguity, open to opposing views and critique, experienced in coding and scripts
- Cody: Very good researcher, loves Python, GitHub, and scripts.
- Julian:Technical skills, hands-on experience, research capabilities, and some familiarity with AWS.

- How can you best utilize these strengths in the execution of your project?
- Bradley
- Ethan: I can utilize these skills to handle tasks that prove to be very difficult as well as provide a great support role in the team
- Cody: By combining my skills I'll be able to help whomever in need.
- Julian:I will be able to conduct research and compile information as needed. Additionally, we will be utilizing AWS.

- When during the day and under what circumstances do you get your best work done?
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- Ethan: Definitely good at doing morning to afternoon
- Cody: I'm a morning guy but can move things around to knock this project out of the park.
- Julian:I usually get most of my work done late at night when the kids are asleep. It's my alone time to think and express myself.

- In which professional competencies do you each want to develop greater strength?
- Bradley
- Ethan: I wish to improve my general leadership abilities.
- Cody: Being able to talk confidently in my work, and dial in on the security aspect!
- Julian:I would like to enhance my proficiency in scripting and Python programming, as I believe it will open up promising opportunities for my career growth.

- What is an aspect of group projects that has caused each of you stress or anxiety in the past?
- Bradley
- Ethan: Even though I previously stated that I can handle ambiguity, it still stresses me out to an extent.
- Cody: Public speaking gives me anxiety but I'm working on that.
- Julian:I feel stressed when I don't feel like I'm contributing enough to the team, and public speaking makes me nervous too.

Create a Conflict and Confrontation Plan

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

We will implement a mediator role (Cody). If a conflict arises we will Slack first, then meet in a different room in Remo to discuss the issue.

- 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?

It will be mostly consensus, but in the case of a conflict, a mediator of the two parties will ensure a majority decision and take it back to the group for discussion.

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

Individual contributors' behavior will be addressed in Slack first, then can be discussed in a different room in Remo.

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

Keep the floor open to new or additional components and make sure goals and expectations are communicated and followed. Time is a major constraint but a higher level of operation can still be discussed if it fits the aforementioned goals.

- How will you approach each other and the challenges of the project knowing that all members can't be at the same place in understanding and skill level?

Overlapping skills and strengths are something we're learning about each other now. As we grow we will make sure we have frequent check-ins and make sure we're offering our skills to our teammates.

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

Individual contributors' behavior will be addressed in Slack first, then can be discussed in a different room in Remo.

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

If a team member refuses to move beyond the conflict, the mediator will escalate to the instructor.

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

Keep the floor open to judgment-free perspectives, comments, and concerns and ensure the group sees through the lens of psych safety.

Create a Cooperation and Scheduling Plan

- 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 communicate and assign tasks, ensuring frequent check-ins and the ability to speak up in Remo at any point during our day-to-day activities. Establish regular working hours.

- What hours will you be available to communicate?

  We will continue with 9 am-5 pm (PST) and 11 am-7 pm (CST). This is a good working schedule, that all teammates are familiar with.

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

  We will use Slack for all hours and outside of hours. We will meet in Remo during regular working hours.

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

We will officially break for 10-15 minutes once per hour while working. Lunch will be one hour at noon (PST) and 2 pm (CST). Teammates will communicate any other personal circumstances that may affect the group via Slack.

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

We will use the group chat on Slack, DM on Slack or simply unmute and speak up in Remo.

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

We will use the group chat on Slack, DM on Slack or simply unmute and speak up in Remo. We expect teammates to have checked forums, chats, and Google first before tapping into the team. TAs will be the next stop before AI and the instructor.

- How will you know if you are falling behind?

If progress is slower with the rest of the team or goals are not being met by the regular agreed-upon intervals we can refocus efforts to collectively bring up the individual if we decide.

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

We will use the group chat on Slack, DM on Slack or simply unmute and speak up in Remo. Have regular mid-day standups with Ethan.

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

Slack will be our primary channel outside regular hours.

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

Regular check-ins and leaving the floor open for feedback at all times.

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

We're all on Central Time.

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

  Kids schedules and small events here and there throughout the week.

Work Plan

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

  Will play to each teammate's strengths and then move to a volunteer basis. Following that we will assign work for whatever is left over.

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

  Should be pushed to GitHub upon completion of each assignment.

- What project management tool will be used?

  Google Docs.

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

  Links for sharing in Google Docs, Google Sheets, and collaboration in Remo.

Git Process

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

  We'll use Google Docs for traditional word processor components like SOP's and spec sheets.

- What components of your project will live on GitHub?

  These will be scripts and any type of technical data that will need running and sharing.

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

  Topic 1
  - Subtopic a
  - Subtopic b
  - Subtopic c
  Topic 2
  - Subtopic a
  - Subtopic b
  - Subtopic c

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

  We'll have a shared repo but there will be a single point of contact who will push to the repo.

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

  We'll have a shared repo but there will be a single point of contact who will push to the repo. We'll discuss as needed.

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

  We'll talk as a group, then escalate as needed to TA's or Ethan.