

## **Fourward Electronics**

### **Cooperation Plan**

- What are the key strengths of each person on the team?
  - Sierra - Coding and powerpoints. Google drive and docs! :)
  - Anthony- Sales's background.
  - Dericus - Documentation.
  - Paul - planning, scripting, system administration, proofreading/editing
- How can you best utilize these strengths in the execution of your project?
  - Assign tasks based on individual strengths!
- In which professional competencies do you each want to develop greater strength?
  - Sierra - Professional speaking and Confidence
  - Anthony- Craft, Quality,
  - Dericus - Craft, Growth Mindset
  - Paul - delegation, presentation, 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?
  - Timely meet-ups and reports after each work day.

### **Conflict Plan**

- What will be your group's process to resolve conflict, when it arises?
  - Allow each member who has an issue to discuss the issue and come up with ways to solve the issues together.
  - Team Stand Down
- What will your team do if one person is taking over the project and not letting the other members contribute?
  - Communicate with the person taking over the project and express the concerns.
  - Clarify the roles and responsibilities of each member to eliminate one member doing all of the work.
- 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?
  - Setting clear expectations of what is expected from each member.
  - Have open discussion so that each member can give concerns and ask questions.
  - Provide support for each person regardless of which part of the project they are working on.
- How will you raise concerns to members who are not adequately contributing?
  - Identify the problem.
  - Address the issue.
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
  - Immediately, and contact the Instructors.

### **Communication Plan**

- What hours will you be available to communicate? 0900-2100

- What platforms will you use to communicate (ie. Slack, phone ...)?
  - Slack
- How often will you take breaks?
  - As often as needed
- What is your plan if you start to fall behind?
  - Catch up. Fix yourself!
- How will you communicate after hours and on the weekend?
  - Phone numbers and Slack
- What is your strategy for ensuring everyone's voice is heard?
  - Clear Communication and Teamwork
- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up?
  - Have open discussions to make sure that everyone is comfortable and if environmental safety is an issue we resolve it as a team.

## Work Plan

- How will you identify tasks, assign tasks, know when they are complete, and manage work in general?
  - RACI chart  
[https://docs.google.com/spreadsheets/d/1ScNaXSRrwKSEaHaoZQr0ge2R0otkYm4p\\_x26bqShxAI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1ScNaXSRrwKSEaHaoZQr0ge2R0otkYm4p_x26bqShxAI/edit?usp=sharing)
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- What project management tool will be used?
  - Spicy RACI Chart (Rated R)

[https://docs.google.com/presentation/d/1tmgs6JtIX2F7S6vbxrVextcRdb\\_o5KwvWRvBAL0QhRY/edit?usp=share\\_link](https://docs.google.com/presentation/d/1tmgs6JtIX2F7S6vbxrVextcRdb_o5KwvWRvBAL0QhRY/edit?usp=share_link)  
[https://docs.google.com/presentation/d/1-CgfkRKWFcJg1JoCLeOID1DDan7fkhZLbpv3Pi17-Vo/edit?usp=share\\_link](https://docs.google.com/presentation/d/1-CgfkRKWFcJg1JoCLeOID1DDan7fkhZLbpv3Pi17-Vo/edit?usp=share_link)

## Git Process

- What components of your project will live on GitHub?
  - Readme - Project details
  - Source Code
  - PDF Powerpoint
  - Documentation - Instructions
  - Network Topology
- How will you share the repository with your teammates?
  - Organizations
- What is your Git flow?
  - Step 1: write the document
  - Step 2: git add, git commit, git push
  - Step 3: ???
  - Step 4: profit!
- Will you be using a PR review workflow? If so, consider:
  - How many people must review a PR?
  - Who merges PRs?
  - How often will you merge?
  - How will you communicate that it's time to merge?