Team Process Agreement

Instructions: Review this document with your teammates. **Create a copy of this document** (File > Make a copy) and fill it out. One teammate should submit this document.

This should take you about 15 minutes to fill out. The main purpose is to communicate expectations and to hold one's teammates accountable if they do not deliver. If you have already filled out a Team Process Agreement, feel free to create a copy of that one, review the expectations, and then customize the document for the new assignment.

Date ___12/5/2020_____   Course _____201__   Section (day/time) _____Friday @ 2:00 p.m PST_
Instructor _____Brooks Ambrose_____   Team Name/Number ____Pink_____

1. What is the primary method of communication (ie. Slack, email, etc)? ___Slack_____

Slack/email response rule
What is the maximum delay for responding to Slack/email from team members? Under what conditions does it apply? (e.g. weekends, etc)

Maximum response time will be 4-8 hours on weekdays. For urgent matters, ping via phone if no response in that time. OK with weekends though response time will be slower.

2. Hours per week of project work
On average, how many hours per week will each member work on the project? _We all are willing to do as many hours as is necessary. Please see below for our preferences by way of timing,_____

3. Weekly meeting schedule
Consult your individual schedules, and find days and times that will work for all of you. List the days and times of meetings, and what platform you will use (i.e. Zoom, skype, slack video calls).

Daily check-in via slack video calls for 15-30 minutes to make sure we are all synched up and discuss what assignments need to get accomplished. One longer meeting 1 hour per week.   Ricardo (RRJ) - Timing is flexible on PDT but can make any day or time work, Wednesdays are best.   Kevin - On PDT time. Prefers getting more work done on weekdays over weekends, but can make any day work if needed.   Minjie - CST time zone. Prefer to meet after 5 pm CST. Weekend days are Ok.

4. Other collective responsibilities and conduct

What does the team expect that every member will do? What are the shared terms of conduct and cooperation for the group?

This is a team project, and we all expect each other to contribute equally. There is an understanding that work and other issues will intervene so sometimes the load may vary. We will create a common folder to share all documents and research, nothing will be hidden. We will have assigned work and expectations for project contributions each week. If anyone cannot complete their assignment in the time allotted, they will notify group members as soon as they realize it. Other members can kick in to support the assignment. The important thing is that we get the project done on schedule (preferably more than two days before the due date to allow final review). We will all "own" our responsibilities and notify the team in a timely manner if we are unable to complete them.

5. Individual members' roles and responsibilities

How can each member be reached? Who will submit assignments? What work will each member do?

In addition to responsibilities about content, group members can be assigned administrative roles (e.g. individual tasks such as upload the presentation to slack or broad roles like project manager. While a project manager is not required, groups have found it useful to have someone take point on some of the following tasks: scheduled team calls, filled out Team Process Agreement document, ensured group made clear decisions on each call to move the project forward in a timely manner, ensure that group met the assignment requirements, review action items at the end of each call, and ensure that group is prepped for feedback session with instructor during office hours.)

If you prefer to organize the roles and responsibilities via a google spreadsheet, include a link to the spreadsheet here.

Members names & contact (e.g. email, Slack name, etc.)	Roles and responsibilities
Ricardo Jenez (rrj@berkeley.edu, Slack rrj, phone: 650-208-0401)	- Worked on the concept with all three members, ideating and determining who was the client and the approach. - Did research on value investment. - Led write-up on the Data Section. - Contribution to the Overview, led by Kevin. - Added information to the Study Design led by Minjie - Contributions to the Risk section led by Kevin

	○ Did work on the deliverables section with team members.
Minjie Xu (minjiexu@berkeley.edu, phone: 979-450-2827)	○ Led write-up for the research question, study design, sample, and statistical methods sections ○ Contribution to the overview, data and variable sections led by Ricardo and Kevin ○ Researched academic journals related to ML application on stock
Kevin Fu (kevinfu@berkeley.edu, phone: 408 207 6088)	○ Worked on the concept with all three members, ideating and determining who was the client and the approach. ○ Researched academic journals to see if using ML in terms of stock price prediction has been well documented especially in terms of the growth and value stocks ○ Led write-up for the Overview and Potential Risks sections ○ Contribution to the Research Question and Study Design sections
Note: We have agreed to split work equally with each person stepping up as we split each of the project milestones and items. Right now we have found a good way to distribute the next phase of the work.	

6. Conflict resolution process

If a conflict within the group arises as a result of one or more members not adhering to the agreed responsibilities and codes of conduct, here are the steps to address and resolve the issue.

1. Write an email to the individual(s), ensuring that all group members are included in the email, with a detailed explanation of what problematic behaviours have been encountered, and suggest how the issue may be resolved. Invite the individual to explain their perspective, and be prepared to discuss the issue as a group towards potential plans for resolution. Copy the email text into a slack direct message and include all members of the group.

2. If the individual(s) do not respond within the agreed upon timeframe (email response rule), or you are unable to resolve the issue as a team, contact your instructor to try to help moderate discussion towards resolution.

3. If the issues are still not resolved, complete the [Team Process Request for Removal](#) form and submit to the Instructor. This will initiate a discussion-based process for either a final chance to resolve group issues, or to

remove member(s) from the group. Note that member removal may result in grade penalties for the individual, the team, or both, at the discretion of the Instructor.

7. Signatures

I participated in formulating these standards, roles and procedures, and understand that I am obligated to abide by these terms and conditions. You can simply type your name into the signature field.

Name _____Kevin Fu_____ **Signature** _____Kevin Fu_____	**Name** _____ **Signature** _____
Name ____Minjie Xu_____ *Minjie Xu* **Signature** _ _____	**Name** _____ **Signature** _____
Name ___Ricardo Jenez_____ **Signature** ____ _____	**Name** _____ **Signature** _____