Data Circle - Team Working Agreement

Purpose

This working agreement outlines how we will collaborate as a team throughout the Data Circle program. It establishes our shared expectations and commitments to ensure effective teamwork and project success.

Our Commitments

Code & Documentation

- We push our code/notebooks to our GitHub repo before meetings so that everyone can access it
- We maintain clear documentation of our work
- If we don't know how to push to the GitHub Repo, we ask for help

Learning Together

- We are all learning. We want to learn together and from each other
- We openly share what we don't know and ask questions to help everyone learn
- We celebrate learning achievements, not just completed work
- We provide constructive feedback to each other in a respectful way

Team Organization

- We are a self-organized team. We ask for support from the Guides when needed
- We run the project together and share responsibility for its success
- We check if all tickets have been assigned and follow up with each other on progress
- We make decisions as a team and respect different perspectives

Communication

- We openly communicate our availabilities and when we can or cannot contribute to the project
- We notify the team as early as possible about any obstacles or delays
- We use Slack for team discussions between sessions

Meetings

- We come prepared to all team meetings
- We start meetings on time

- We take turns facilitating team discussions

Conflict Resolution

- We address conflicts directly and respectfully
- We focus on issues, not personalities
- We seek help from guides if we cannot resolve conflicts ourselves
- We are open to compromise and finding solutions that work for the team

Team Member Agreement

By working on this project, we agree to uphold this working agreement to the best of our abilities.

Team Members:

- Ama Frimpomaa Kwakye-Mintah
- Irene Otibhor Okosun

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