

**TEAM ALIGNMENT DOCUMENT**

**MMA Program**

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_Stirling\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Members’ Names:

1. Janice Tian

2. Mike Hetherington

3. Nazia Khan

4. Paul Dong

5. Richard Dam

6. Ricky Ye

7. Sally Cheung

8.Shishir Kumar

**Team Charter:**

Our mission is to acquire the knowledge and skills to make career advancement in the field of Data Analytics in a way which:

* continually innovating and executing best practices in knowledge acquisition, research, report creation and high impact presentations
* accountable to each other
* allowed members to stretch their comfort zone by rotating through various Team Roles

So that:

* each of us as individuals learn to lead a team of Data Scientists
* learning goals of the members are met

As evaluated by:

* group feedback on member’s leadership skills
* group feedback on member’s progress in meeting their own learning goals by scheduling quarterly check points
* Get above 80% of the scores for team-based project/assignment
* **Attempt** every assignment question on your own even if it's not been assigned to you to maximize individual learning
* Always submit assignment one day before the deadline (for assignments due at least 2 days later)

Team Milestones

1. Hold each other accountable for achieving our learning goals at scheduled checkpoints in the program

2. Complete at least 2 team social events during the program.

3. By the end of the program, to create a shared document with each team member's version of "Where will I be in 2026?"

4. To improve technical skills of each team member by voluntarily attending at least 2 Workshops (should be the team member to decide which one) and by demonstrating at least 1 Demo using lessons learned.

5. To apply skills, technical and soft skills together through a voluntary and real-life opportunity by end of program. Could be a case competition, fun side project, etc. (could be the same as 4.)

Nazia

Goals:

1- Learn latest tools(define latest..tableau, R, Python, SAS, SQL? and data analytics techniques to draw business insights (this would cover the technology and business part of program)

2- Develop Leadership skills (how will this be measured? Led X projects, etc)( to be able to lead data analytics team )

3- Develop Presentation and Reporting skills(add measure, present X times and/or audience (team or cohort) and environment (virtual, face to face)

Shishir

* Maximizing self development by delegating work such that each team member get the opportunity to improve in thier area of interest (each team member has at least two opportunities to demonstrate progress in each learning goal)
* Complete every assignment 1 day before due day while also making sure that each contributor is satisfied with his or her effort
* Schedule events once a month outside school hours to improve the team cohesion (aspirational, could be tough to find common times for 8 people each month)
* Hold a formal debriefing session for each submitted assignment within 24 hours of submission where we discuss successful strategies and areas of improvement
* Improve team collaboration by streamlining team meeting and optimizing feedback, reducing the administrative meeting time by 10% by the end of 3 months

Goals:

* Get A- and above for all team assignments

Sally:

* We will make sure lessons learned are applied and reviewed in each meeting to be succeed in team environment
* We will submit all assignment 100% on time

# \*Please submit draft by 10:15 am May 10, 2020 to the High Performance Teams Portal Team Norms

Your team Norms are the behaviors and procedures agreed to by all the team members. All team members are responsible for holding each other accountable to the norms agreed to at all times. Please record your norms in the four general categories listed below. Please ensure they are written in a way that is “behavioral” so it is clear whether you are following them or not (i.e. Arrive on time.)

# Team Meetings

## Meeting Structure

How will you meet as a team (when, how, how often) and how will your meetings be structured? (i.e. will you use an Agenda for each meeting? Chair? Scribe? Action Items? Is call-in acceptable? How will technology be used?)

• We start and end our meetings on time

|  |  |
| --- | --- |
| Start: | Be around 5 mins prior to the meeting |
| End: | No going over more than 10 mins |
| Duration: | No more than 2 hours per session (unless mandatory and need to be specified in the agenda) |

• We use pre-assigned Chair, Scribe and Scheduler for the team meetings, and conform to best practices as specified in HPT module, such as circulate action items after meeting, etc.

• Team will use zoom for virtual meetings and slack channel to discuss assignment, a separate whatsapp group will be established for non-assignment related discussions

|  |  |
| --- | --- |
| Meeting: | Zoom |
| Group communication: | Slack, email |
| Emergency contact: | Cell Phone |
| Shared Document: | OneDrive |

|  |  |
| --- | --- |
| Prior to meeting: | Have an agenda page to:   * Reminder for everyone what the discussion is about * Keep track of the time spent for each section (Chair) |
| After meeting: | Scribe will send out the meeting minutes within 24 hours to everyone on the team |

Machine generated alternative text:
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rocbJ 

## Meeting Tone and Participation

What are your expectations around preparedness, attendance, and timeliness? What are your expectations about team member participation? Does everyone need to contribute each meeting?

• Come prepared means have at least one idea to share by thinking/research prior to the meeting

• Before coming to the meeting always have at least two/three ideas to share for each topic

* Show up to every meeting, if cannot make it, need to discuss with the team ahead of time and develop a plan around it so that the missing individual can catch up

• Everyone is encouraged to contribute during the meeting

# Processes

How will you ensure everyone on the team is heard? How will the team debrief its meetings? Its projects? It’s processes? How will the team reach consensus? How will the team address conflict?

• We will strive for consensus. Entire team will be checked by the Chair to support final decision

• We will clarify what level of input is required from the team before each decision

• Raise concerns as they arise. Do not wait

# Interpersonal Behavior

What kind of interpersonal dynamic do you want to have on your team and what norms will you put in place to ensure you create it? How do you want to treat each other and what kind of environment will you ensure you create for each other? How do you want to speak of each other outside the team? Will the team have norms around confidentiality? What can you agree on is respectful and professional behavior? What is the primary mode of communication you will use with each other outside of team meetings (egs. text, email, phone, etc.) and how often do you expect to communicate? What email etiquette does the team desire, if any? Will you have norms around other interpersonal behaviours desired from team members (i.e. greeting each other, listening, turn taking, bringing food to team room, strong scents, etc.)?

• We celebrate successes and failures (how?) Celebrate successes by hanging out for drink and failures by participates volunteering activities/ workouts

• We have each other’s back; put the team first aligning individual goals with team goals

• We agree to confront all departures from our norms and to address them as soon as possible

• We respect boundaries; Reply within 24 hours; please call if it's urgent matter

• For members who missed a class, it is her/his duty to 1) notify the team (best beforehand) 2) seek video recording of the class or other document to catch up. Team members would note the absence and check on the member’s learning goal and prompt him/her if falling behind.

# Other Norms

Please use the section below for other norms you develop that do not fit into the other categories.

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• If prior you coming to the meeting you had a bad day, let us know so we will know to accommodate ahead of time

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