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**Ethan Pham**

## **Group Project: Team Agreement**

The first step in project planning is establishing a Team Agreement. This will be used as the guideline for how your team will collaborate during project week.

Projects are stressful, and can ignite emotions that otherwise wouldn't be a problem. It's important that the safety and security of the group comes first, and that an agreement is in place to establish expectations and accountability among the whole group.

### **Step 1: Planning**

Schedule a 1-hour meeting for your entire project team.

Use this time to review the Team Agreement requirements below, and establish consensus on how to handle each requirement.

### **Step 2: Start Your Team Agreement Document**

Start a new Google Doc, and include the following components in your team agreement submission.

- Name the doc "ops-201d# Team# Team Agreement"
  - Replace "#" with your cohort number and team number/name.
- Add team members to the "People with access" category with "Editor" privileges, using their gmail address.
- Format your Google Doc to be pageless.
  - File > Page Setup > Pageless > OK
  - Click on the margin's bar top/left side
  - Hover over Text Width
  - Select Full
- List all team members' full names at the top of the doc.

- Copy and paste the questions into your Google Doc under appropriately named headers.
  - Each team member will record their response for every prompt.
- Please make any additions that best fit the needs of your team.

## Step 3: Get to know your team:

Every person on your team is an asset. This is your chance to discover the hidden strengths and areas for growth for each team member.

### Take Account of Your Strengths:

Describe at least:

- What are the key strengths of each person on the team?
  - **Gilbert Collado:** Leadership, Mediation, Troubleshooting
  - **Bradley Baack:** Leadership, Creativity, team player.
  - **Ethan Pham:** Team player, Openness, Adaptability.
- How can you best utilize these strengths in the execution of your project?
  - **Gilbert Collado:** I can leverage leadership to set clear goals and foster teamwork, utilize mediation skills to resolve conflicts constructively, and employ troubleshooting abilities to proactively address challenges.
  - **Bradley Baack:** I have always worked well in the team environment as the leader and the person at task. Good flexibility and common shared goal make this possible and makes the team more well oiled and efficient.
  - **Ethan Pham:** My strengths allow me to be an efficient team member. Being an efficient team member will help to further drive the group to success. My adaptability allows me to handle ambiguous problems and situations.

If you are working remotely:

- When during the day and under what circumstances do you get your best work done? (Morning? Late at night? With other people? Long hours of deep focus?)
  - **Gilbert Collado:** From 1100-1800 (CT)/ 0900-1600 (PST)
  - **Bradley Baack:** From 1100-1800 (CT)/ 0900-1600 (PST)
  - **Ethan Pham:** From 1100-1800 (CT)/ 0900-1600 (PST)

## Take Account of Your Areas for Growth:

Describe at least:

- In which professional competencies do you each want to develop greater strength?
  - **Gilbert Collado:** Confidence in my abilities in Coding.
  - **Ethan Pham:** My ability to handle ambiguity in tasks and questions.
  - **Bradley Baack:** Being able to listen fully before trying to respond.
- What is an aspect of group projects which has caused each of you stress or anxiety in the past?
  - **Gilbert Collado:** Not being on the same page and all having the same goal in mind caused by too many conflicting ideas and approaches.
  - **Bradley Baack:** Bad communications and people not carrying the team standard.
  - **Ethan Pham:** The aspect I stress over is lack in direction. Without a good sense of direction, I'm unable to make any progress.

## Step 4: Create a Conflict and Confrontation Plan

Your team should agree on a process for engaging in disagreement and communicating honestly while prioritizing kindness and minimizing ego. Some teams may find themselves in perfect synchronicity. Others may experience clashes of personality which need to be worked through. Others may find that a certain amount of conflict is a source of creativity and inspiration. Every group emerges with its own personality, which is more than the sum of its parts.

The purpose of this part of the Team Agreements is to establish some guardrails to help ensure that any conflict or disagreements can remain healthy and productive, and that if feelings do get hurt then there is an avenue for communication and reconciliation.

**Try to be as detailed and specific as possible.** You may not think that conflict or hurt feelings are likely to occur in your group, but it is better to have a plan in place ahead of time so you can all refer back to it when necessary.

**NOTE:** *Undoing, Redoing, Replacing, or otherwise steamrolling the project as an individual is considered to be unacceptable. Account for the inevitable divergence of ideas, execution tasks, and assignments of duties here, and remember that this is a school project and individual and collective learning and growth is ultimately more valuable than the relative quality of the finished product.*

Describe at least:

- What will be your group's process to resolve conflict, when it arises?
  - Establish an open-door policy encouraging team members to address conflicts directly with each other initially.
  - If the conflict persists, involve a designated mediator or facilitator to facilitate a discussion.
  - Use active listening, empathy, and compromise to find mutually acceptable solutions.
  - Document agreements reached and follow up to ensure resolution.
- 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?
  - Determine collectively if a conflict affects the project's progress, team dynamics, or violates agreed-upon norms.
  - If the conflict requires intervention, involve all members in the decision-making process to ensure fairness and transparency.
  - Reserve unilateral decision-making for urgent matters that require immediate action to prevent project derailment or harm.
- What will your team do if one person is taking over the project and not letting the other members contribute?
  - Establish clear roles and responsibilities for each team member from the project outset.
  - Encourage open communication and create space for all members to contribute their ideas and opinions.
  - Address dominating behavior directly but diplomatically, emphasizing the importance of equitable participation for project success.
- How will you address concerns with a member who is worried that the group is not reaching a high enough standard?
  - Foster a culture of constructive feedback and continuous improvement.
  - Encourage open dialogue about concerns regarding project quality or standards.
  - Collaboratively identify areas for improvement and develop action plans to meet higher standards.
- 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?
  - Recognize and value diverse skill sets and experiences within the team.
  - Offer support and resources to members who may need assistance to catch up or enhance their skills.
  - Encourage peer learning and mentorship to leverage each other's strengths.
- How will you raise concerns to members who are not adequately contributing?
  - Schedule regular check-ins to evaluate progress and identify any issues with contribution.

- Approach the member privately and express concerns about their level of contribution.
- Offer support, clarification, or reassignment of tasks as necessary.
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
  - If resolution attempts are unsuccessful, escalate the issue to a higher authority or supervisor, if applicable.
  - Document the steps taken to resolve the conflict and provide relevant context to the escalation.
- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up and communicating honestly?
  - Establish team norms that prioritize respect, inclusivity, and psychological safety.
  - Encourage open and honest communication by modeling vulnerability and receptiveness to feedback.
  - Address any breaches of psychological safety promptly and constructively to maintain trust and cohesion within the team.

## Step 5: Create a Cooperation and Scheduling Plan

Before beginning to tackle the project, determine how your group will communicate and work together. This is not an individual effort. Make sure everyone feels comfortable with the identified methods of speaking up.

Describe at least:

- 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?
  - Utilize a collaborative approach where team members rotate through different tasks to ensure everyone gains a comprehensive understanding of the project.
  - Conduct regular knowledge-sharing sessions to update team members on progress and discuss any challenges or learnings.
- What hours will you be available to communicate?
  - Team members will be available for communication during standard working hours, typically from 0900 to 1800 PM (PST), Monday to Friday.
  - Emergency situations may require availability outside of regular hours, but this will be communicated and agreed upon by the team in advance.
- What platforms will you use to communicate (ie. Slack, Discord ...)?
  - Remo will be the primary platform for real-time communication and quick updates.
  - Slack will be used for formal communication and documentation.
  - Scheduled video meetings will be held via Remo for discussions requiring face-to-face interaction.
- How long are you allowed to work before taking a break?

- Team members are encouraged to take regular breaks to prevent burnout and maintain productivity.
- A standard guideline could be to take a 10-15 minute break for every hour of focused work.
- How will you seek out teammates for assistance when you get stuck?
  - Teammates can reach out for assistance via Slack channels designated for specific project tasks or through direct messages.
  - Before seeking assistance, team members are expected to exhaust available resources such as documentation, online research, and internal knowledge bases.
- How do you expect a teammate to ask for assistance? What resources do you expect them to have already used?
  - Teammates are encouraged to ask for assistance openly and transparently, without fear of judgment or criticism.
  - Prior to asking for help, team members should attempt to troubleshoot the issue independently and document their efforts for reference.
- How will you know if you are falling behind?
  - Regular progress updates will be shared during team meetings and through project management tools like Trello.
  - Tracking key milestones and deadlines will help identify if the team is falling behind schedule.
- What is your plan if you start to fall behind?
  - If the team identifies that they are falling behind, an emergency meeting will be scheduled to assess the situation and adjust the project timeline or resource allocation as necessary.
  - Additional support or resources may be allocated to specific tasks to expedite progress and prevent further delays.
- What are your team's expectations for communication after hours and on the weekend?
  - After-hours communication should be limited to urgent matters only, with the understanding that responses may not be immediate.
  - Weekend communication will be avoided unless there is a critical deadline or emergency situation.
- What is your strategy for ensuring everyone's voice is heard?
  - Encourage active participation during meetings by setting clear agendas and providing opportunities for all team members to contribute.
  - Implement a rotating facilitator role for meetings to ensure equal participation and to prevent dominant voices from overshadowing others.

If you are working remotely:

- How will you negotiate with team members working in different time zones?
  - Establishing Core Working Hours: Identify overlapping hours within the team's time zones where everyone can be available for synchronous communication and

collaboration. This might involve adjusting start and end times for some team members to ensure alignment.

- Flexible Work Arrangements: Encourage flexibility in work hours to accommodate team members' time zone differences. Allow individuals to adjust their schedules as needed to balance work commitments with personal obligations.
  - Rotating Meeting Times: Rotate meeting times to accommodate different time zones fairly. Alternate between early morning, late afternoon, and evening meetings to ensure that all team members have an opportunity to participate during their preferred working hours.
  - Communication Channels: Utilize asynchronous communication tools such as Slack, project management platforms, and collaborative documents to facilitate communication outside of synchronous meetings. This allows team members to contribute and stay updated on project progress regardless of their time zone.
  - Transparency and Respect: Encourage open communication among team members about their availability and preferred working hours. Respect each other's boundaries and commitments, and be transparent about any scheduling conflicts or constraints.
- What existing events (doctor's appointments, childcare, certification tests, etc.) will each person need to work around?
    - Shared Calendar: Maintain a shared calendar where team members can input important events such as doctor's appointments, childcare responsibilities, or certification tests. This helps everyone stay informed about each other's availability and plan work accordingly.
    - Flexibility and Support: Encourage team members to communicate their scheduling needs openly and proactively. Offer flexibility and support to accommodate these commitments while ensuring that project deadlines are met.
    - Planning Ahead: Encourage team members to plan their work around scheduled events whenever possible. This may involve adjusting deadlines, redistributing tasks, or coordinating with other team members to cover for absences.
    - Respect for Personal Time: Foster a culture that respects and values personal time. Encourage team members to prioritize self-care and well-being, recognizing that a healthy work-life balance is essential for productivity and overall satisfaction.

## Create a shared Google Calendar:

- Have each team member fill in:
  - Any scheduling conflicts which will take them away from work during core work hours
  - Any time periods they expect to be working outside of core hours
- As a team, create events for:
  - Morning standup
  - Afternoon check-in (optional)

- Practice presentation with your instructor
  - Day 04 of project week for in person courses, or a few days before the final presentation – communicate with your instructor about scheduling)
- Deadline for submitting deliverables for instructor review
  - Day 03 of project week for in person courses – deliverables only need to be complete enough for your instructor to give feedback
- Final Presentations (you will need to be online 15-30 minutes before the event officially begins, so account for that)
- Any other practice sessions, team meetings, etc.

Create event reminders as needed.

## Step 6: Work Plan

Explain your work plan to track whether everyone is contributing equally to all parts of the project, and that each person is working on “meaty” problems. This should prevent “lone wolf” efforts and “siloed” efforts.

**NOTE:** *While researching and experimentation is always encouraged, building or making changes to the project infrastructure on your own during non-working hours or over the weekend is never acceptable. This puts the entire project at risk. Be explicit in calling out your work hours and the distribution of tasks.*

Describe at least:

- How will you identify tasks, assign tasks, know when they are complete, and manage work in general?
  - Tasks will be identified through project requirements and discussions with team members. We'll break down large goals into smaller, actionable tasks.
  - Task assignment will be based on team members' skills, availability, and workload balance. We'll leverage each person's strengths and interests.
  - Task completion will be tracked using project management tools and regular check-ins. Each task will have clearly defined criteria for completion.
  - Work will be managed through regular communication channels such as team meetings, status updates, and task boards.
- How often should teammates be pushing their work to GitHub, demonstrating the configurations, or otherwise *showing* their team the products of their work?
  - Team members should push their work to GitHub or demonstrate configurations according to the project timeline and milestones.
  - Depending on the project's pace and complexity, updates may be required daily.



- Regular demonstrations ensure transparency, facilitate feedback, and keep everyone aligned with project objectives.
- What project management tool will be used?
  - We'll use trello.com for task tracking, progress monitoring, and collaboration.
  - This tool will allow us to create tasks, assign them to team members, set deadlines, and track progress in real-time.
  - It should also facilitate communication among team members, allowing for discussions, file sharing, and updates
- How will each teammate document their progress on tasks so that work can be exchanged, assisted, and/or collaborated on effectively?
  - Each team member will document their progress on tasks within the project management tool.
  - Progress updates should include:
    - Task status (e.g., in progress, completed, blocked)
    - Issues encountered and resolutions
    - Any assistance needed from other team members
    - Relevant files or links
  - Documentation ensures transparency, facilitates collaboration, and helps in identifying and addressing bottlenecks.

## Git Process

Plan out what your team's Git workflow looks like for scripting, SOPs, documentation, and other deliverables.

Describe at least:

- What components of your project will be recorded in a Google Doc?
  - Standard Operating Procedures (SOPs)
  - Detailed project documentation
  - Meeting notes and agendas
  - Any collaborative documents requiring real-time editing and commenting
- What components of your project will live on GitHub?
  - Scripting code
  - Configuration files
  - Code-related documentation
  - Issue tracking and project management
- How will you structure the GitHub organization and the repos inside of it?
  - If it's helpful, include a drawn diagram or topology.
    - GitHub Organization:
      - Main organization name:

- Invite team members to join the organization with appropriate access levels (e.g., admin, contributor).
- Repositories:
  - SOPs: Repository for storing SOPs and project documentation.
  - Scripts: Repository for scripting code and related files.
  - Deliverables: Repository for final deliverables and configurations.
- How will you share the organization and the repositories with your teammates?
  - Share the GitHub organization link with team members via Slack.
  - Grant access to specific repositories based on team members' roles and responsibilities within the project.
- What is your Git flow? How will you commit your work to GitHub?
  - Feature Branch Workflow:
    - Create a new branch for each new feature, bug fix, or task.
    - Work on the branch, making incremental commits as needed.
    - Push the branch to GitHub for collaboration and review.
    - Once the work is complete, create a pull request for review.
    - Merge the branch into the main branch upon approval.
  - Committing Work to GitHub:
    - Use descriptive commit messages to explain the changes made.
    - Commit regularly to track progress and facilitate collaboration.
    - Follow any branching or versioning conventions established by the team
- How will you seek help if you encounter a situation?
  - Team members can seek help from more experienced colleagues or consult online resources such as Git documentation, tutorials, or forums.
  - If encountering a challenging situation, don't hesitate to reach out to team members or mentors for assistance.
  - Utilize Git's built-in features such as branching, tagging, and version history to troubleshoot and resolve issues.

## Step 7: Submit Your Work

**This is a group submission. Only one person must submit for group credit.**

Please have everyone's name at the top of the Google Doc.

Share your Google Doc so that "Anyone with the link can comment" in the submission field below.

This step must be completed and approved before proceeding with any project work. Notify your instructor when this is ready for review.

