Team Agreement: Roots

PARTIES

This ROOTS WORKING AGREEMENT, dated February 24, 2023, is made and entered into by and among **Geneva Knott (Member),** and **Ademola Olantunbosun (Member),** and **Andrew Perry (Member)** and **Joshua Phipps (Member)** of Codefellows Ops 201d6 cohort. Under this Agreement, they shall be collectively referred to as "Teammates".

In consideration of the mutual promises and covenants in this Agreement, of which the receipt and sufficiency are herby acknowledged, the Teammates agree to be bound to the following terms and conditions.

COVENANTS

WHEREAS the Teammates acknowledge and affirm that they will diligently abide by the following team policies and work standards to create an effective and efficient team;

WHEREAS, the Teammates entered into this Agreement to outline their covenants and responsibilities.

TERMS AND CONDITIONS

WORK SCHEDULE

Each Teammate is expected to attend to their duties and responsibilities during the course of project week starting from 9:00 AM to 6:00 PM PST. Platforms for communication will include Remo and Slack Huddle to ensure open lines of communication and the ability to seek help from peers. After hour meetings will be scheduled through the above mentioned platforms.

COOPERATION PLAN

Effective utilization of Teammate skillsets will be used to achieve a common goal. Use of an open discussion policy that fosters task completion, general understanding of what is needed and or required to accomplish tasks at hand and those that may arise. Understand that delegation of tasks will be used as appropriate. Effectively communicate with one another to ensure successful completion and assisting where and when needed.

Teammates identified key strengths.

Geneva:

> *"My key strengths include having an open mind, effective communication and adapting to the room. I would like to improve on Project execution and prioritization. I believe all new crafts have a process and intend to consult others and seek advice as I advance my skills."*

Ademola:

> *"My key strengths include Strategic Thinker, Growth Mindset, Program management, problem solving. I would like to stop thinking too much about the problem, focus more on the solution."*

Andrew:

> *"My key strengths includes critical thinking and decision making, persistence, discipline, humility. I would like to work on my overall round ability."*

Joshua:

> *"My key strengths include Effective communication. Positive feedback and reinforcement. Research ability skills. Areas I would like to become stronger in Technical Proficiency, Confidence Proficiency and Root Cause Proficiency."*

WORK PLAN

Teammates agree that upon receiving projects, tasks will be identified, delegated out and agree to make individual updates through daily follow ups at the beginning or end of the working hour windows (morning and afternoon). Teammates will collectively use the Six Sigma methodology when approaching projects, by doing the following:

Define: Outline the problem, goals, and deliverables for the project.

Measure: The team measures the initial performance of the process. These statistical measures make up a list of potential inputs.

Analyze: The team analyzes the process by isolating each guideline requirement to ensure it is fulfilled appropriately.

Improve: The team works from there to improve performance. Seek to exceed requirements.

Control: The group adds controls to the process to ensure it does not regress and become ineffective once again.

CONFLICT RESOLUTION

Should a disagreement arise between Teammates. Teammates agree to: Identify the problem. Consider why this is a problem. Establish a plan of action and implement the solution. Ensure all parties are in agreement and some form of resolution is met in order to move forward.

Team compliance will be established by delegating tasks within the group and will be addressed accordingly to ensure equal distribution of work/task. Open lines of communication exist to insure understanding. Teammates will approach situations with a positive and open mindset. Teammates will address conflicts accordingly by being firm but fair in a respectable manner. When the end goal becomes affected, all agree deadlines will not be met and will push forward for a successful mission. Should resolution not be met, seek further guidance from outside sources (Instructors).