Team REDRUM Agreement

What are the key strengths of each person on the team?

- Kevin - Perseverance/Tenacity
- Jose - Teamwork, Networking, patience, tenacity
- Alex - Confidence/coding

How can you best utilize these strengths in the execution of your project?

- Kevin - Will keep us on track and in the know for the entirety of the project
- Jose - Will work well with the team and complete all tasks
- Alex - Leep everyone on task and tear into details for task management

In which professional competencies do you each want to develop greater strength?

- Kevin - Handling ambiguity
- Jose - Communication skills, creativity, time management
- Alex - Teamwork

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?

- Kevin - Team meetings and constant collaboration
- Jose - Team meetings
- Alex - Team meetings and keeping accountability

Conflict Plan

What will be your group's process to resolve conflict, when it arises?
Talk it out and come to an agreeable solution

What will your team do if one person is taking over the project and not letting the other members contribute?
Point it out and make sure everyone stays accountable for their portion of the workload.

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?
By coordinating and understanding each other's strengths. Understanding that we can ask each other for help.

How will you raise concerns to members who are not adequately contributing?
Bring it up to them in the team stand-up as it keeps all team members in the "know"

How and when will you escalate the conflict if your resolution attempts are unsuccessful?
If we as a team can't come to an actionable and complete resolution then we will reach out to the instructional team to step in and make sure we can move forward.

Communication Plan

What hours will you be available to communicate?
9 am - 3:30 pm PST

What platforms will you use to communicate?
Slack, Remo, Trello

How often will you take breaks?
Whenever needed

What is your plan if you start to fall behind?
Talk with the team and diversify the workload for completion

How will you communicate after hours and on the weekend?
Slack if needed

What is your strategy for ensuring everyone's voice is heard?
Not talking over each other and when someone has the floor make sure we are all actively listening.

How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up?
By staying respectful and reasonable
Work Plan

How will you identify tasks, assign tasks, know when they are complete, and manage work in general?
Through project management and making sure the morning and afternoon stand-ups are updated

What project management tool will be used?
Trello