

Project Prep #1 assignment

Team agreement discussion & creation process

1. Time frame for each person & available schedule

1. **Willem Jacobs** - wamj58@gmail.com

- There is a 2 hour difference between me and the west coast of the US. I am on CST.
- I work from 6am to 2pm my time (4a-12p PST).
- I then come home, take a rest, play with a 16 month old, cook and get ready for class.
- Weekends I do not work so I am very open.
- I am available at the normal class time and for the project period will make a lot more time available. I might even take a few days off from work where I can work on this to get it done.
- Weekdays from 7p-11p CST (5p-9p PST) I am available. Fridays are longer and can be arranged.
- Weekends from 9a-9p CST (7a-7p PST) I am available.

2. **Heather Bisgaard** - vbchomp@gmail.com

- I am in WA on PST.
- I work from 630am to 430pm (PST) Tue-Fri. I have Mondays off.
- I am available during class and sometimes during the day. If we talk about it, I can most likely make it happen.

3. **Clarissa Pamonicutt** - clarissapamonicutt@gmail.com

- Available any day after 11am PST

4. **Mark Thanadabouth** - mark28ten@gmail.com

- Available M-F, anytime after 1:30pm (PST). Sat-All day Sun-Anytime after 3pm

Cooperation plan - 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.

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

• **Willem Jacobs**

- Strength: JS, HTML, React, Node, Express, APIs, logic, process/flow, DRY, clean code, documentation.
- Weakness: CSS, GitHub, public speaking, Trello, Slides, Presentations.

Clarissa

- Strength: React, organizing anything
- Weakness: Public Speaking - willing to take on more though, just not the technical aspects.

Heather

- Strength: HTML, APIs, Netlify, Heroku, Documentation, Regex, GitHub, Trello, Slides, semi-comedic relief
- Weakness: Public Speaking, React, DRY

Mark

- Strength: Following directions, GitHub, Google Skills, Working on a team, Debugging
- Weakness: Public speaking, confidence

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

• **Willem Jacobs**

- Provide good solid, clean and try for DRY react/node/express code.

Clarissa

- Presenting, Trello or slides, react bootstrap, cooperating to do anything needed

Mark

- Providing any assistance when needed and cooperating the best I can.

Heather

- Help documenting and writing REGEX tests. Writing the endpoints for APIs. Might need help with the functions to use the data, but I can get us there.

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

• **Willem Jacobs**

- Better GitHub & public speaking.
- Styling

Heather

- Coding, learning the relationships between the front and backend
- Debugging other people's code
- React

Clarissa

- Communication Competency - Speaking
- Leadership Competency - Confidence

Mark

- React and Bootstrap
- Speaking up

4. 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?

- Usage of Trello with cards for the tasks/items that need to get done and assign them to team members.

Conflict plan - Your team should agree on a process for handling disagreements, should they arise. It is better to have a plan in place ahead of time so you can all refer back to it when necessary.

1. What will be your group's process to resolve conflict, when it arises?

- As a group of professionals with all of us following the same goal of developing our coding abilities, as a group, we should have open channels of communication without repercussions from any of the members to discuss issues that arise as a group openly with a goal of a common solution.

2. What will your team do if one person is taking over the project and not letting the other members contribute?

- Follow bullet 1 above as this is a conflict that needs to be addressed. Each member has to get their sections completed and the integration of each module done together as a group.

3. 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?

- The person with the skill set that is needed should work with those members that have a different level and not only code the module being worked on but also explain and help the others to understand it. So the more skilled person needs to be the navigator and let the less skilled be the driver (typer).

4. How will you raise concerns to members who are not adequately contributing?

- Again, as each here is a professional after a new career in coding, this needs to be openly aired as a group with no 'Behind the back' talk leaving the other member out. Could be an issue that the member not contributing is not understanding it and needs assistance from the other team members. This is a team effort where nobody is left behind.

5. How and when will you escalate the conflict if your resolution attempts are unsuccessful?

- After two attempts to resolve and no resolution, the issue will be raised with the instructors (Ryan and JP) to act as mediators.

Communication plan - Before beginning to tackle the project, determine how your group will communicate with each other. This is not an individual effort. Make sure everyone feels comfortable with the identified methods of speaking up.

1. What hours will you be available to communicate?
 - See the first section at the top of the document.
2. What platforms will you use to communicate?
 - Slack and Email. Ensure notifications are turned on.
3. How often will you take breaks?
 - Pairs working together every hour take a 10/15 minutes break or as needed and work out a lunch/dinner break. Open discussion as a group to set up other breaks.
4. What is your plan if you start to fall behind?
 - Work extra hours on my items and to assist others to get caught up.
 - Person that feels they are falling behind to speak up and request assistance from others to work together. So ask for the HELP!
5. How will you communicate after hours and on the weekend?
 - Slack and Email. Ensure notifications are turned on.
6. What is your strategy for ensuring everyone's voice is heard?
 - Start each work session as a group with an update on the project, what is missing, review progress and outline the day's target goals. At any time, any member can request a group meeting.
7. How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up?
 - From other comments above, the team should have a comfort level to communicate freely without any ramifications from others.

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.

1. How will you identify tasks, assign tasks, know when they are complete, and manage work in general?
 - Use Trello to manage the project and assign cards/tasks to members to complete broken down into small tasks like we have done in class. As the work from one is tied into the work from others, all need to deliver and be on the same page. One falls behind, the team or someone that is strong in what is behind can help that person.
2. What project management tool will be used?
 - Trello - Management.
 - Figma - Wire frames/models

Git Process - Plan out what your team's Git workflow looks like for coding tasks.

1. What components of your project will live on GitHub?
 - EVERYTHING! Code (Front/back) documents, wire frame(s), images, licenses, etc.
2. How will you share the repository with your teammates?
 - Setup a GitHub Organization - All members admin/owner
3. What is your Git flow?
 - ANY PR/MERGE TO BE COMMUNICATED TO ALL MEMBERS BEFORE BEING DONE!
 - Main Branch - ONLY PR BY 2 or MORE
 - i. Dev Branch - Work In Progress where sub branches for others are brought in to test together before going to Main Branch.
 1. Sub Branch - For each person or each group feature being worked on. Did not require 2 people to approve. Still need to say you are going to merge.
4. Will you be using a PR review workflow? **YES** If so, consider:
 - How many people must review a PR? **2 people** for PR from DEV to MAIN
 - Who merges PRs? **Anyone that is on the team as long as 2 people have approved.**
 - How often will you merge? **As often as needed but for sure 1 time per day.**

- How will you communicate that it's time to merge? **Slack/Remo/Group**