Team Alliance

*Your Team Alliance is a dynamic document that will help your team align on norms and expectations for working together during Fall AI Studio. During Bridge to Studio, you’ll have some time to get started on it during your Team Breakout session on day 1, and during a workshop on day 2. The Team Alliance is a required team assignment to be submitted in your AI Studio course in Canvas (by September 3rd). However, you do not need to complete or submit the Team Alliance during Bridge to Studio.*

| **AI Studio Team Name:** | | |
| --- | --- | --- |
| **Team Members:** | 1. Zaira Garcia she/her 2. Chloe Nguyen, she/her 3. Aida Bozulan, she/her 4. Ashley Garcia Cervantes, she/her 5. Sakshi Gondkar 6. Nusaiba Mahmud | |
| **Team Member Emails:** | 1. zgarcia2@pride.hofstra.edu 2. cn2489@barnard.edu 3. ab68712n@pace.edu 4. garciacervantes.ag@gmail.com 5. sakshigondkar@gmail.com 6. nusaibamahmudd@gmail.com | |
| **AI Studio TA Name:** | Wenjie Wang | |
| **Selected Mtg Date/Time for Week of Aug 21:** | <https://www.when2meet.com/?20878830-kaYR8>  **Zoom**  Aida Bozulan is inviting you to a scheduled Zoom meeting.  Topic: My Meeting  Time: Aug 21, 2023 10:00 AM Eastern Time (US and Canada)  Join Zoom Meeting  <https://pace.zoom.us/j/99775077826>  Meeting ID: 997 7507 7826  Password: 719524  One tap mobile  +16465588656,,99775077826# US (New York)  +13126266799,,99775077826# US (Chicago)  Dial by your location  +1 646 558 8656 US (New York)  +1 312 626 6799 US (Chicago)  Meeting ID: 997 7507 7826  Password: 719524  Find your local number: https://pace.zoom.us/u/aeqFDml9xP  Monday  Time: 10am EST | |
| **Selected Mtg Date/Time for Week of Aug 28:** | Zoom  Monday  Time: 10am EST | |

**PART 1: TEAM OPERATING PRINCIPLES   
Weekly Meeting Time Options**

*As a team, the first thing you’ll need to do is figure out when you’ll be able to meet to work on your project and to meet with your Challenge Advisor and your AI Studio TA. As discussed in the Bridge to Studio AI Studio Overview presentation, you will need to meet at least once a week for the duration of Fall AI Studio beginning in September, with a suggested schedule as follows:*

* *Week 1 of each month: Full Group Meeting (students, Challenge Advisor, AI Studio TA)*
* *Week 2 of each month: Team Meeting (students only)*
* *Week 3 of each month: Challenge Advisor Meeting (students, Challenge Advisor)*
* *Week 4 of each month: AI Studio TA Meeting (students, AI Studio TA)*

*Consult your respective schedules, and then use the box below to list out as many commonly shared available meeting day/time options as you can - making sure that for each of these options, each of you will be available to consistently meet on the given day/time over the next few months. In your first meeting with your Challenge Advisor, you can then propose these options and figure out which one is most preferable for them. You will also need to do this with your AI Studio TA.*

| 1. Fridays from 3:00-4:00 pm on Zoom 2. Prefer to get Challenge Advisor/TA’s availability first 3. Fridays afternoon 4. [Option 4] 5. [Option 5] 6. [Option 6] |
| --- |

**Meeting Norms**

As a Team, we agree to the following expectations in terms of our Team meetings:

*e.g., everyone will attend meetings on time; everyone will do their best to have their cameras on; we will share the responsibility of taking meeting notes and drafting agendas; etc.*

| * Everyone will attend the meetings * Taking meeting notes on the shared google doc, share note taking responsibility. |
| --- |

**Team Communications**

As a Team, we agree to the following expectations in terms of our communications:

*e.g., most communication will happen in the Team Slack channels; we expect that each team member will respond to messages within 24 hours; if we can’t get in touch with a team member we will wait [x] long before moving forward with our work; etc.*

| * Communicate through Imessage * If we can’t get in touch with a team member we will wait **\_\_24hrs\_\_\_**\_ long before moving forward with our work * Communicate with Team+TA through slack channel |
| --- |

**Team Collaboration**

As a Team, we agree to the following expectations in terms of how we will collaborate together:

*e.g. we will use Trello and update our tasks from not starting to in-progress to complete as relevant; we will provide code review to each others’ code in GitHub at least 24 hours before team meetings; etc.*

| * New slack channel * Notion * *We will provide code review to each others’ code in GitHub at least 24 hours before team meetings* * *Discuss Work Assignments Through Zoom meetings* |
| --- |

**Problem Solving and Conflict Management**

As a Team, we agree to the following expectations in terms of managing interpersonal and/or Team conflict and solving problems or disagreements:

*e.g. we will vote to reach consensus in the case of a disagreement; we will keep feedback grounded in Team performance and outcomes, not personal attacks; we will address any Team conflicts immediately and not let them linger; we will seek out the help of the BTTAI Program Team if the conflict is too large or lasts more than 2 Team meetings; if interpersonal conflicts arise between two members, those two individuals will deal with the conflict directly*

| * Majority Vote * Discussion * If we really don’t know, number generator * If we need additional help reaching consensus, we will reach out to BTTAI staff or our advisors |
| --- |

**PART 2: TEAM VISION**

**Team Mission Statement**

Write 2-4 sentences about your Team’s mission:

*e.g. To be a strong, cohesive Team focused on collaborative learning and utilization of each member’s strengths to successfully complete the AI Studio challenge. We hope to build our practical and professional skills and help each member of the Team grow!*

| To collaborate as a team to leverage cutting edge data science and cybersecurity technologies to create a technically feasible solution. To also grow our data science skills in a welcoming environment and work on this project, as well as collaborate in an open environment to share challenges and uplift each other. |
| --- |

**Team Goals & Expectations**

We share the following goals that the Team will align around as outcomes for our Team experience:

*e.g. Achieve 100% participation in weekly Team meetings and deliverables, develop skills in [xyz], all Team members come prepared to meetings with assigned tasks completed to the best of their ability.*

| * Focus on time management * Learn and truly apply machine learning and AI skills * To ace coding interviews and build a data science catered portfolio * To build a machine learning portfolio * Focus on harnessing the power of teamwork and communication |
| --- |

**PART 3: TEAM STRENGTHS AND OPPORTUNITIES**

**Team Strengths**

List each Team member's skills as they can contribute to the Team/project. Feel free to choose from the “[Elements of Effective Teamwork](#vwk3kz23i86o)”.

*e.g. specific undergraduate courses already completed; specific Python libraries; skills that you feel you are strong in (organization, communication), etc.*

| * Communication - written and verbal * Problem solving - coding specific, debugging * Scrum Master |
| --- |

**Atmosphere that will help us flourish**:

*e.g. openness; transparency; respect; fun; etc.*

| * Music * Transparency * Communication * Honesty |
| --- |

**Interpersonal Behaviors**

We agree to the following behavior expectations for each member of this Team.

*e.g. commitment: we will always put in 100% effort to all Team tasks; we will roll up our sleeves and have a “get it done attitude”*

| * Stay on top of communication channels * 24 hour grace period for communication * Equal amount of effort * Respect |
| --- |

**Team Building**

We will do the following things to build trust and community amongst the Team.

*e.g. start each meeting with an ice breaker; celebrate each other’s successes; etc.*

| * Celebrate each other’s successes * Coffee/Restaurant Meetups * FallMaker Days * … * … |
| --- |

**When things get tough we will:**

*e.g. pause; not take things personally; etc.*

| * Work through things together * Not take things personally * Share responsibility * … * … |
| --- |

**PART 4: AGREEMENTS**

As a Team, we understand that we are accountable to each other to honor the agreements that we have made within this Team Contract. We also understand that if any members of the Team repeatedly fails to uphold and respect this agreement, then we will contact the Break Through Tech AI Program Team to help support the Team and the individual in re-establishing the expectations that we have of each other.

| **Team Member Name** | **Acknowledgement (“Y”)** | **Date** |
| --- | --- | --- |
| Chloe Nguyen | Y | Aug 14, 2023 |
| Ashley Garcia Cervantes | Y | Aug 15, 2023 |
| Zaira Garcia | Y | Aug 14, 2023 |
| Aida Bozulan | Y | Aug 15, 2023 |
| Nusaiba | Y | Sep 1, 2023 |
| Sakshi Gondkar | & | Sep 3, 2023 |

**APPENDIX**

**Elements of Effective Teamwork**

Feel free to use this information, in addition to any other ideas you may have, in completing the “Team Strengths and Opportunities”section above.

Communication

For effective teamwork to occur there needs to be a free, open and appropriate expression of ideas and feelings at all times. Each Team member actively listens to other members, and after listening, provides effective non-judgmental feedback. Members take responsibility to communicate their ideas, thoughts, concerns, etc. Respectful communication (verbal and non-verbal) in response to cultural and personal differences contributes to Team cohesion.

Participation

Team members need to contribute fully to the best of their ability. Members need to take initiative in participating in the Team tasks, especially in areas where they may have strengths. Those with greater ability may offer to guide or coach those who may be struggling. Those who are struggling should be clear when they need assistance – and what they are doing to gain the knowledge they may need. To make Teams work well, members need to make concerted efforts to be available for meetings. Wanting the Team to succeed will contribute to success – under-contributing will erode success.

Give and Take – Open to Influence

There may be various ideas of how to achieve success within the Team. Therefore, members need to be open to compromise and influence, and recognize that it is sometimes better to follow someone else’s idea or perspective than to be “right”. Members need to discern the differences between their own needs and those of the Team, ideally putting needs of the Team before the needs of the individual.

Leadership

Each member can contribute by being a leader in the Team. Members lead with the skills and abilities they possess. A member who promotes Team actions, decisions and ideas demonstrates leadership. A leader recognizes that she/he/they need the Team, and lets each member know where they stand. Leadership is also required to initiate the resolution of Team breakdowns.

Organization

An effective Team needs to be organized. Members should determine how the Team is organized. This in turn contributes to every member understanding her/his/their responsibilities, ensuring things are getting done and that there is no repetition in completing tasks. The Team needs to discuss and ensure that they are in alignment on how to use their collective time efficiently, allowing for optimizing the balance of Break Through Tech AI program and life responsibilities.

Preparation

For Teams to be successful, members need to be responsible with their duties and do the work required as agreed upon. Otherwise, Team progress could be impeded, especially if further steps are dependent on the required work. Everyone needs to know that they can rely on their Team members in completing assigned tasks/preparation work so that the Team can progress in its objective(s).

Capability

Each Team member brings strengths to the Team – not only existing skills and/or knowledge, but also the potential to learn, problem-solve and contribute to the Team. Demonstrating one’s interest and potential will often lead others to have more confidence in that member. Communicating individual capabilities within the Team is critical to its success.

Commitment

Team members who are committed will often be the ones taking initiative to achieve goals/objectives of the Team. They will be the ones who want to make sure the goals are clear to achieve success. Commitment needs to be directed to Team goals and outcomes, not individual goals. The level of commitment is usually related to the level of reliability. Team members need to show their commitment early in the process to gain credibility with the rest of the Team.

Progress and Assessment

A well running Team is always interested in how things are going. Members of a high performing Team will contribute to an attitude of action and momentum. Often, progress is a good indicator of how well the Team is working together. Regular assessment and debriefing is necessary for a Team to ensure it is continuing to work well together. A high performing Team is not afraid to make changes in how it is organized or in its procedures so that improvement in achieving the goal/objective and overall learning occurs.