

Team Process Agreement

Instructions: Review this document with your teammates. **Create a copy of this document (file>make a copy)** and fill it out. You can simply type your name into the signature field at the bottom. Send the signed agreement to instructors.

This should take you about 15 minutes to fill out. The importance of this document should not be minimized, but the main purpose is to hold one's teammates accountable if someone does not deliver.

Date: 9/13/2020 Course: w210 Section (day/time): Tuesdays, 4:30 PM

Instructor: Alberto/Puya Team Name/Number: Alex West, Anusha Praturu

1. What is the primary method of communication (ie. Slack, email, etc)?

Slack, Weekly zoom calls

Slack/email response rule

What is the maximum delay for responding to Slack/email from team members? Under what conditions does it apply? (e.g. weekends, etc)

4 hours

2. Hours per week of project work

On average, how many hours per week will each member work on the project?

5-10, depending on project needs for the week

3. Weekly meeting schedule

Consult your individual schedules, and find days and times that will work for all of you. List the days and times of meetings, and what platform you will use (i.e. Zoom, skype, slack video calls).

Saturdays, 10AM PST/1PM EST and again as needed

4. Other collective responsibilities and conduct

What does the team expect that every member will do? What are the shared terms of conduct and cooperation for the group?

Open and frequent communication
Keep task list up to date
Communicate any risks to deliverable commitments

Equal sharing of offline work and presentation duties
Shared commitment to end goal

5. Individual members' roles and responsibilities

How can each member be reached? Who will submit assignments? What work will each member do?

In addition to responsibilities about content, group members can be assigned administrative roles (e.g. individual tasks such as upload the presentation to slack or broad roles like project manager. While a project manager isn't required, in the past, groups found it useful to have someone take point on some of the following tasks: scheduled team calls, filled out Team Process Agreement document, ensured group made clear decisions on each call to move the project forward in a timely manner, ensure that group met the assignment requirements, review action items at the end of each call, and ensure that group is prepped for feedback session with instructor during office hours.)

If you prefer to organize the roles and responsibilities via a google spreadsheet, include a link to the spreadsheet here.

Members names & email, Skype, Slack name, etc.	Roles and responsibilities
Anusha Praturu, apraturu@berkeley.edu , 267-559-1706, @Anusha Praturu on slack	Model building and evaluation, writing whitepaper, researching, updating, and supplementing dataset
Alex West, alexwest@berkeley.edu , 805-441-0905, @Alex West on slack	Being the SME on the Census data, supporting model building and dataset creation, writing whitepaper, creating data visualization website

6. Conflict resolution process

If a conflict within the group arises as a result of one or more members not adhering to the agreed responsibilities and codes of conduct, here are the steps to address and resolve the issue.

1. Write an email to the individual(s), ensuring that all group members are included in the email, with a detailed explanation of what problematic behaviours have been encountered, and suggest how the issue may be resolved. Invite the individual to explain their perspective, and be prepared to discuss the issue as a group towards potential plans for resolution. Copy the email text into a slack direct message and include all members of the group.
2. If the individual(s) do not respond within the agreed upon timeframe (email response rule), or you are unable to resolve the issue as a team, contact your instructor to try to help

moderate discussion towards resolution.

3. If the issues are still not resolved, complete the [Team Process Request for Removal](#) form and submit to the Instructor. This will initiate a discussion-based process for either a final chance to resolve group issues, or to remove member(s) from the group. Note that member removal may result in grade penalties for the individual, the team, or both, at the discretion of the Instructor.

7. Signatures

I participated in formulating these standards, roles and procedures, and understand that I am obligated to abide by these terms and conditions.

Name Anusha Praturu	Name Alex West
Signature Anusha Praturu	Signature Alex West
Name _____	Name _____
Signature _____	Signature _____
Name _____	Name _____
Signature _____	Signature _____