Krys Reid
Tianna Farrow
Scotty Jokon
Hector Cordova
Dominique Bruso
Team 1:

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Group Project: Team Agreement

The first step in project planning is establishing a Team Agreement. This will be used as the guideline for how your team will collaborate during project week.

Projects are stressful, and can ignite emotions that otherwise wouldn't be a problem. It's important that the safety and security of the group comes first, and that an agreement is in place to establish expectations and accountability among the whole group.

Step 1: Planning

Schedule a 1-hour meeting for your entire project team.

Use this time to review the Team Agreement requirements below, and establish consensus on how to handle each requirement.

Step 2: Start Your Team Agreement Document

Start a new Google Doc, and include the following components in your team agreement submission.

- Name the doc "ops-201d# Team# Team Agreement"
  - Replace "#" with your cohort number and team number/name.
- Add team members to the "People with access" category with "Editor" privileges, using their gmail address.
- Format your Google Doc to be pageless.
  - File > Page Setup > Pageless > OK
  - Click on the margin's bar top/left side
  - Hover over Text Width
  - Select Full

Krys Reid
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- List all team members' full names at the top of the doc.
- Copy and paste the questions into your Google Doc under appropriately named headers.
  - Each team member will record their response for every prompt.
- Please make any additions that best fit the needs of your team.

Step 3: Get to know your team:

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.

Take Account of Your Strengths:

Describe at least:

- What are the key strengths of each person on the team?
- How can you best utilize these strengths in the execution of your project?
  - **Krystal:**
    - **Strengths: Scribe, organization**
    - **Best way to use: I can assist the group in mostly documenting and organizing images for our presentation as necessary.**
  - **Tianna:**
    - **Strengths: Problem Solving, Organizational, Inclusivity, and Creative**
    - **I think the best way that these strengths can be utilized is by helping the group maintain organization, making sure that everyone feels included and heard, and being able to solve problems even if it's in a more "creative" roundabout way.**
  - **Dominique:**
    - **Strengths: Analytical thinking, dependability and reliability**
    - **Best way to use: I think I will be able to help solve problems and make sure we are completing all tasks appropriately**
  - **Hector:**
    - **Strengths: Dedication and Diligence.**
    - **I believe the best use of of my strengths is to know what is expected of me and what my job is so I can work with some guidance.**
  - **Scotty:**
    - **Strengths: Communication skills, critical thinking and problem solving.**
    - **Best way to use: I believe I can be a good motivator.I can help with whatever**

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If you are working remotely:

- When during the day and under what circumstances do you get your best work done? (Morning? Late at night? With other people? Long hours of deep focus?)
    - **Krystal:**
      My best hours are in the late evening (4pm PST/7pm EST) where I can sit down and really focus on what needs to be accomplished and attack it with full steam ahead.
    - **Scotty: My best hours are regular class time (9am-6pm PST). That is when my mind is awake. I believe working together is better than working alone.**
    - **Dominique: I'm on AZ time (MST) and usually class hours 9am-6pm PST are fine. I'll be awake around 6 am PST and I'm usually up late so I'll usually always be around.**
    - **Hector: My best hours are in the morning when I have the most energy but class hours are going to be best for everyone (9am-6pm PST)**
    - **Tianna: My best hours are also during class time which is 12:00pm EST-8:00pm EST. I have no preference on working with a group or working alone, I can always make any situation work for me.**

Take Account of Your Areas for Growth:

Describe at least:

- In which professional competencies do you each want to develop greater strength?
    - **Dominique: I usually prefer independent projects, so I'm hoping to develop better collaboration skills**
    - **Hector: I would like to develop the craft and quality competency.**
    - **Scotty: I would like to improve my speech skills. Speaking professionally.**
    - **Tianna: I would like to improve my Health and Safety competency and my craft competency.**
- What is an aspect of group projects which has caused each of you stress or anxiety in the past?
    - **Krystal:**
      Admittedly, I would like to develop my group skills. Although I think I am good at collaboration and ensuring all members of the group are fulfilled within their individual roles and responsibilities, I work best solo where I can make executive decisions about certain things - so navigating taking into consideration other's opinions and way of doing

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Scotty Jokon
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- things is something I would like to get better at doing and hopefully learn from my teammates.
  - **Dominique: Like I stated above, I usually prefer to work independently so I know the general dynamic of a group project will give me some stress and anxiety, but I'm excited to work on overcoming that.**
  - **Hector: The aspect of groups that gives me stress/anxiety is letting or slowing my team down.**
  - **Scotty: I would say I would be more stressed out if I was far behind compared to my group. Not being able to do what i need to do to help the group succeed**
  - **Tianna: I would say my biggest stress with group projects is myself having to take on a big load of the project because my group mates didn't really step or complete there part so then it becomes myself having to pick up the slack in order to make sure that it is completed.**

Step 4: Create a Conflict and Confrontation Plan

Your team should agree on a process for engaging in disagreement and communicating honestly while prioritizing kindness and minimizing ego. Some teams may find themselves in perfect synchronicity. Others may experience clashes of personality which need to be worked through. Others may find that a certain amount of conflict is a source of creativity and inspiration. Every group emerges with its own personality, which is more than the sum of its parts.

The purpose of this part of the Team Agreements is to establish some guardrails to help ensure that any conflict or disagreements can remain healthy and productive, and that if feelings do get hurt then there is an avenue for communication and reconciliation.

Try to be as detailed and specific as possible. You may not think that conflict or hurt feelings are likely to occur in your group, but it is better to have a plan in place ahead of time so you can all refer back to it when necessary.

NOTE: Undoing, Redoing, Replacing, or otherwise steamrolling the project as an individual is considered to be unacceptable. Account for the inevitable divergence of ideas, execution tasks, and assignments of duties here, and remember that this is a school project and individual and collective learning and growth is ultimately more valuable than the relative quality of the finished product.

Describe at least:

Krys Reid
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- What will be your group's process to resolve conflict, when it arises?
    - **Krystal:**
      My first thought/suggestion is 'safe words'. When this particular word is used it signals to the members of the team that there might be something 'wrong' that needs to be addressed and that the team members may not want to hear. This can prepare each individual for the conversation that is about to take place.
    - **Safe word will be "lighthouse"**
- How will your group determine whether a conflict calls for intervention or resolution? Is that a collective decision, or one that can be made unilaterally by a single member?
    - **Krystal:**
      I believe all things within the group should be unilateral so that all members of the team have a voice in all areas of group situations.
    - **Group agrees that decisions should be made collectively.**
- What will your team do if one person is taking over the project and not letting the other members contribute?
    - **Krystal:**
      I would ask that member of the group how they need assistance from the group members to ensure that the tasks are being completed in a way that appeases all members of the team to the standard of all involved.
    - **The group agrees we will come up with a plan of action for each member and doubt there will be opportunity for take over.**
    - How will you address concerns with a member who is worried that the group is not reaching a high enough standard?
        - **Krystal:**
          Ask in what way the standards are not being met and come up with a plan of action for success.
        - **Group agrees in taking a step back to reassess how all needs can be met by each member.**
- 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?
    - **First and foremost, patience. Also, ensuring each member of the team is comfortable in the role that they have and that they understand their part in the group project. Each member may not understand everything, but emphasizing our strengths may be of importance.**
    - **Group agrees into playing into our strengths and sharing the portion we are responsible for during check-ins to ensure everyone is up to date.**
- How will you raise concerns to members who are not adequately contributing?

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- ■ **Krystal:**
  See above answer about safe words.
- ■ **Agreement on use of safe words.**
- How and when will you escalate the conflict if your resolution attempts are unsuccessful?
    - ■ **I believe all conflicts should be handled openly in the group where everyone can have a say or have an input in regards to how the situation can be resolved. If there is a stalemate (non-unilateral decision), a member of the group can escalate it to Roger.**
    - ■ **Group agrees to handle situations openly.**
- How will you ensure that you are creating a safe environment where everyone feels comfortable speaking up and communicating honestly?
    - ■ **Group agrees that we will create a safe environment by making sure that every member feels heard within the group, and that they can freely speak about issues they are having. Daily check ins.**

Step 5: Create a Cooperation and Scheduling Plan

Before beginning to tackle the project, determine how your group will communicate and work together. This is not an individual effort. Make sure everyone feels comfortable with the identified methods of speaking up.

Describe at least:

- 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?
    - **Splitting up the work equally to begin with.**
- What hours will you be available to communicate?
    - **Regular class hours**
- What platforms will you use to communicate (ie. Slack, Discord …)?
    - **Slack, Remo, and Zoom.**
- How long are you allowed to work before taking a break?
    - **50 minutes work, 10 minute breaks**
- How will you seek out teammates for assistance when you get stuck?
    - **Just ask any other teammate.**
    - How do you expect a teammate to ask for assistance? What resources do you expect them to have already used?
        - ■ **Slack, remo, zoom. We agree to be able to ask each other at any time.**
- How will you know if you are falling behind?
    - **Daily check ins, setting deadlines.**
    - What is your plan if you start to fall behind?

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- ■ **Asking for help before falling behind.**
- What are your team's expectations for communication after hours and on the weekend?
  - **Checking slack once in the morning and once at night. Group is ok working on the weekend if we have to.**
- What is your strategy for ensuring everyone's voice is heard?
  - **Daily check ins.**

If you are working remotely:

- How will you negotiate team members working in different time zones?
  - **Group agrees to work class hours.**
- What existing events (doctor's appointments, childcare, certification tests, etc.) will each person need to work around?
  - **Scheduling conflicts have been resolved on our google calendar.**

Create a shared Google Calendar:

- Have each team member fill in:
  - Any scheduling conflicts which will take them away from work during core work hours
  - Any time periods they expect to be working outside of core hours
- As a team, create events for:
  - Morning standup
  - Afternoon check-in (optional)
  - Practice presentation with your instructor
    - Day 04 of project week for in person courses, or a few days before the final presentation – communicate with your instructor about scheduling)
  - Deadline for submitting deliverables for instructor review
    - Day 03 of project week for in person courses – deliverables only need to be complete enough for your instructor to give feedback
  - Final Presentations (you will need to be online 15-30 minutes before the event officially begins, so account for that)
  - Any other practice sessions, team meetings, etc.

Create event reminders as needed.

Step 6: Work Plan

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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.

NOTE: *While researching and experimentation is always encouraged, building or making changes to the project infrastructure on your own during non-working hours or over the weekend is never acceptable. This puts the entire project at risk. Be explicit in calling out your work hours and the distribution of tasks.*

Describe at least:

- How you will identify tasks, assign tasks, know when they are complete, and manage work in general?
    - **Splitting the work equally at the beginning and sharing work during daily check ins.**
- How often should teammates be pushing their work to GitHub, demonstrating the configurations, or otherwise *showing* their team the products of their work?
    - **Pushing to Github anytime something is updated. Showing the work will be during daily check ins.**
- What project management tool will be used?
    - **Google calendar**
- How will each teammate document their progress on tasks so that work can be exchanged, assisted, and/or collaborated on effectively?
    - **At the end of each workday, documenting progress in a brief slack message. Each teammate will also have access to other teammates' working google docs.**

Git Process

Plan out what your team's Git workflow looks like for scripting, SOPs, documentation, and other deliverables.

Describe at least:

- What components of your project will be recorded in a Google Doc?
    - **SOPs, screenshots, explanation of steps taken**
- What components of your project will live on GitHub?
    - **Coding and scripts will be on Github.**
- How will you structure the GitHub organization and the repos inside of it?
    - **By creating a table of contents on the ReadMe.**

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- If it's helpful, include a drawn diagram or topology.
- How will you share the organization and the repositories with your teammates?
  - **We have created a joint repository.**
- What is your Git flow? How will you commit your work to GitHub?
  - **Pushing to Github anytime something is updated with a commit message and an updated ReadMe.**
- How will you seek help if you encounter a gituation?
  - **Git pull. Git push.**

Step 7: Submit Your Work

This is a group submission. Only one person must submit for group credit.

Please have everyone's name at the top of the Google Doc.

Share your Google Doc so that "Anyone with the link can comment" in the submission field below.

This step must be completed and approved before proceeding with any project work. Notify your instructor when this is ready for review.