# **Data Circle - Team Working Agreement**

## Purpose

This working agreement outlines how we will collaborate as a team throughout the Data Circle program. It establishes our shared expectations and commitments to ensure effective teamwork and project success.

## Our Commitments

### **Code & Documentation**

* We push our code/notebooks to our GitHub repo before meetings so that everyone can access it
* We maintain clear documentation of our work
* If we don't know how to push to the GitHub Repo, we ask for help

### **Learning Together**

* We are all learning. We want to learn together and from each other
* We openly share what we don't know and ask questions to help everyone learn
* We celebrate learning achievements, not just completed work
* We provide constructive feedback to each other in a respectful way

### **Team Organization**

* We are a self-organized team. We ask for support from the Guides when needed
* We run the project together and share responsibility for its success
* We check if all tickets have been assigned and follow up with each other on progress
* We make decisions as a team and respect different perspectives

### **Communication**

* We openly communicate our availabilities and when we can or cannot contribute to the project
* We notify the team as early as possible about any obstacles or delays
* We use Slack for team discussions between sessions

### **Meetings**

* We come prepared to all team meetings
* We start meetings on time
* We take turns facilitating team discussions

### **Conflict Resolution**

* We address conflicts directly and respectfully
* We focus on issues, not personalities
* We seek help from guides if we cannot resolve conflicts ourselves
* We are open to compromise and finding solutions that work for the team

## Team Member Agreement

By working on this project, we agree to uphold this working agreement to the best of our abilities.

## Team Members:

Last Updated: [Date]