

Team Bios

<p>Jim Peart</p> <p>Bio. Jim is a second year HCI major and full-stack software developer who specializes in building enterprise cloud applications that integrate with Enterprise Resource Planning (ERP) solutions. Proficient in C#, JavaScript, HTML & CSS. In previous positions Jim has worked as a product manager, and UX design technologist.</p> <p>Project Roles. Analyst, programmer, technical support, UI/UX design.</p>	<p>Piero Rocca</p> <p>Bio. Piero is an ECT major and has a BSc Eng. He's a Digital Product Manager in real life in the financial services industry. Piero is versed in design thinking / design sprints, is good at strategy and business cases, can program HTML / CSS, Java and has done some programming in ASP.Net (ECT 410). He's also spent time building pro-forma P&Ls.</p> <p>Project Roles. Project lead, analyst, programmer (happy to take on any role!)</p>
<p>Diana Speicher</p> <p>Bio. Diana is an aspiring UX/UI Designer and Frontend Web Developer. Her background is in Learning and Development where she's worked as an Instructional Designer/eLearning Developer, L&D Manager, and Project Manager. Diana enjoys using data to drive product design decisions in addition to continuously learning and helping to improve the user experience for various web/mobile products and applications.</p> <p>Project Roles. UI/UX design, research/analyst, media/graphic design, writing/editing.</p>	<p>Gaby Bazan</p> <p>Bio. Gaby</p> <p>Project Roles. project lead, analyst, designer, media/graphic design</p>

Team Organizational Statement

- **Routine Communication:** Slack for day-to-day progress, setting up meetings, and reviewing documents before submission. Email as secondary for backup.
- **Emergency Communication:** If no reply after the allotted time limit listed below, text/call team member. If an emergency arises, also text/call all team members.
- **Meetings:** Zoom (appear.in as backup)

Team Behavior Expectations

- **Time to respond:** 24 hours on normal days, 8 hours within 72 hours of project deadline, and 3 hours within 24 hours of project deadline (after working hours)
- **Slack/Email Etiquette:** Posts are mindful of everyone's time. They are relevant, succinct, and do not overwhelm the team's inbox of Slack feed/notifications.
- **Lead time for review:** 48 hours

Issue/conflict resolution process

Preventive Measures

- Agenda item in Main Meeting to check if there are any conflicts/issues with team members (group discussion)

Personal issues

- 1-on-1 discussion between parties
- If there is no resolution, take it up with the instructor

Team issues (Example: Performance, bad quality work, tardy)

- Discuss as a whole team and everyone voices their opinion on the issue
- Team members intervene if there is a conflict and attempt to voice the issue with conflicting party
- After team discusses with conflicting party if issue still persists, the team decides on one person to speak to the conflicting party before having to inform the instructor of releasing the individual from the team.

Team Member Availability (PST)

Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Piero	10am-5pm	10am-9pm	10am-5pm	10am-9pm	10am-9pm	10am-9pm	10am-5pm
Jim	8am-3pm	4pm-7pm	4pm-7pm	4pm-7pm	4pm-7pm	4pm-7pm	8am-3pm
Diana	10am-5pm	6pm-9pm	6pm-9pm	6pm-9pm	6pm-9pm	6pm-9pm	10am-5pm
Gaby							
Suitable Meeting Days							

Availability Exceptions:

Piero: April 17-18, April 27th, May 10th and May 24th. I'm also in-between jobs so my availability is higher than normal. Once I'm back to a regular day job, I'll adjust my daytime hour availability accordingly.

Jim: No planned exceptions at this time. Will adjust if scheduling conflicts arise.

Diana: My schedule is pretty flexible this quarter. However, after setting up a routine weekly meeting day/time, I'll need about 48 hours for any additional meetings (aside from the weekly meeting).

Gaby: