## Team 7: LSJ

*List each member’s name and their top 3 strengths. You can take the* [*VIA Character Survey*](https://www.viacharacter.org/survey/account/register) *to find this.*

* Logan Hosoda: Code, Data Analysis, Note Taking
* Jada Nguyen: Design, Write
* Shirley Yao: Time Management, Data Analysis, Collaboration

The Team Agreement will the basis for Self & Peer Feedback at the end of the quarter

## Part 1

### Team Norms

What are the norms that all members pledge to follow?

* Respect each other’s opinions
* Communicate effectively

### Team Goals

What are you trying to achieve as a team?

* Come up with a project that is problem-driven that can potentially contribute make algorithm work better for a more fair society

### Regular meeting/working times

What times/days do you commit to meetings and working? Be specific.

* 3pm - 5pm on Mondays

### Communication Channels

What are primary methods of communicating between team members? What is your commitment to communication (frequency, content, etc.)

* Text messaging
* Must respond within 24 hours

## Part 2

### Workload

How will you decide to distribute the workload equitably? How will you manage absences?

* Absences must be communicated in advance (notified through text)
* Each member will agree to work on a given portion of the deliverable and decisions on work distributions will be made together

### Collaboration

How will your team make decisions and mitigate disagreements?

* Listen to all ideas, actively ask questions and compromise on ideas

### Diversity

What perspectives or lived experiences do you bring to the project? How will you mitigate bias?

* We all grew up outside of the mainland U.S. and lived in countries where there are different level of technology. We acknowledge that there biases and to mitigate our bias, we will make sure to do research and cross reference our findings.

### Inclusion

How will you make sure everyone on the team can do their best work and contribute? Are there any personal circumstances that may impact the team?

* Clear Communication: Open and transparent communication is important for success
* Recognizing and acknowledging the contributions of team members
* Acknowledging and accommodating personal circumstances that may impact team members' ability to work effectively