SenseMaking CoPilot

Welcome to the course! This is the first document you will be working on as a team. We expect the team to come together and fill in this document. The main aim of this document is to ensure that all of you can get to know each other and set some expectations for the project and the process you will follow to achieve the best results. We also have a comprehensive list of sample responses from which you can take inspiration to find out what works best for your team. You have the space to keep the answers as long/short as you want.



# Part A: Team Members

| **Name** | **Email** | **Phone** | **Preferred mode of daily communication** |
| --- | --- | --- | --- |
| Nivedhitha (Nivi) Dhanasekaran | ndhanase@andrew.cmu.edu | 878-834-9355 | * Slack/Discord/WhatsApp - Adhoc * Availability Weekly - When2Meet * Online: Zoom * In-person - Mon, Wed after 2 PM, weekends or Fri if necessary |
| Jaydev Jangiti |  |  |  |
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# Part B: Answer these questions individually

## Gettings to Know Each Other

In this section, take some time to discuss your background, personal goals for the project, and what you want to contribute to the team. Also, share critical scheduling tasks for this term (when you will not be available for in-person meetings) and your other time commitments this Spring (courses, activities).

# Part C: Answer these questions as a group

## What are the general expectations of our team, and what commitments would we like to make to each other?

### ***Sample Response***

* The team commits to delivering results, even under tight deadlines and heavy personal schedules/commitments
* Decisions will be made as a team and communicated through Slack
* Team members will communicate directly and respectfully with one another
* All meetings, work, and decisions related to the project or team will be logged with assigned responsibilities rotated weekly and posted on Slack
* All meetings, whether related to the project or not, should be added to team members' calendars

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## What are the risks we may face, and how will we manage them proactively?

### Sample Response

| Risks Identified | Strategies to Manage or Mitigate |
| --- | --- |
| Lack of communication and coordination among team members | Establish clear channels of communication and regularly scheduled meetings to ensure all team members are aware of project progress and any issues that arise. |
| Inadequate skills or expertise among team members | Develop a training and development plan to help team members acquire the necessary skills and expertise. |
| Dependence on external factors or third-party vendors | Establish clear agreements and contracts with external vendors to minimize dependency and ensure accountability. |

## How will we make sure that our communications with each other (and with the mentor) are effective? How will we address them if they are not? (what will be the frequency of communication, methods/tools, and principles)

### Sample Response

* Communication - Slack (primary), WhatsApp/Phone calls (emergencies)
* Official correspondences through E-mails
* Scheduling - Google calendar and Calendly (to schedule meetings)
* File Management - Google Drive, Google Suite for documents
* Task Management - To be determined
* Meetings - In-person/Zoom

## What tactics will we employ for meetings and ensure everyone’s participation?

### Sample Response

* Active listening and avoiding interruptions when someone is speaking
* Setting a maximum meeting duration of 1.5 hours with a 15-minute break if necessary
* Keeping all electronic devices on silent during meetings
* Having clear objectives and takeaways for each meeting
* Being punctual and giving advanced notice for any unavoidable delays or tardiness.

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## How will we resolve conflict and ensure equitable contributions?

### Sample Response

* Clearly define roles and responsibilities for each team member to avoid confusion and potential conflict over tasks.
* Establish a process for addressing and resolving conflicts, such as through team meetings or mediation.
* Implement a system for tracking progress and holding team members accountable for completing their assigned tasks.
* Address any issues with under-contributing or over-contributing members privately and constructively.

**For conflict resolution:**

* Encourage team members to speak openly and honestly about any issues or concerns they may have, and actively listen to and address them in a timely manner.
* Try to understand the other person's perspective and feelings in the situation and strive to find a compromise that meets everyone's needs.