# Team Process Agreement

**Date**  Course **Section (day/time)**:

**Instructor** Vinicio De Sola (vdesola@instructors.2u.com)   
**Team Members:** Billie (‘Loki’) Skylizard, Dinesh Mandal, Esteban Lopez, Pravin Patil, Will Conyea

**1. What is the primary method of communication (ie. Slack, email, etc)? Slack with Zoom meetings**

**Slack/email response rule**  
What is the maximum delay for responding to Slack/email from team members? Under what conditions does it apply? (e.g. weekends, etc)

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| Primary method: Slack, Zoom, Group chat for urgencies or co-dependencies. |
| Maximum delay: 24 hrs for first week. 12 hrs for second week. 8 hrs over weekends (if pressing). |

**2. Hours per week of project work**  
On average, how many hours per week will each member work on the project? 20-30 hrs per week

**3. Weekly meeting schedule**  
Consult your individual schedules, and find days and times that will work for all of you. List the days and times of meetings, and what platform you will use (i.e. Zoom, skype, slack video calls).

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| Mon, Tues, Wed, Thu – 7:00 PM EST |
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| Dec 6th – Dec 15th |

**4. Other collective responsibilities and conduct**  
What does the team expect that every member will do? What are the shared terms of conduct and cooperation for the group?

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| Effective communication, proactive transparency in terms of other commitments with work/school. Take responsibility for assigned tasks and reach out if unable to complete a certain task. |

**5. Individual members' roles and responsibilities**  
How can each member be reached? Who will submit assignments? What work will each member do?

In addition to responsibilities about content, group members can be assigned administrative roles (e.g. individual tasks such as uploading the presentation to slack or broad roles like project manager. While a project manager is not required, groups have found it useful to have someone take point on some of the following tasks: scheduled team calls, filled out Team Process Agreement document, ensured group made clear decisions on each call to move the project forward in a timely manner, ensure that group met the assignment requirements, review action items at the end of each call, and ensure that group is prepped for feedback session with instructor during office hours.)

**We strongly encourage you to articulate specific roles and responsibilities**. You do not need to get overly prescriptive, but it is important that your team clearly understands the division of labor. If you write something like “everyone will work equally on each component of the project,” please make it explicitly clear to each teammate what that means. The high-level goal here is to set appropriate expectations.

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| Members names & contact (e.g. email, Slack name, etc.) | Roles and responsibilities |
| Billie (‘Loki’) Skylizard | Data preprocessing, Modelling |
| Dinesh Mandal | Model evaluation and integration |
| Esteban Lopez | Determination of models to be used on particular dataset |
| Pravin Patil | Project manager – User interface, overall project upkeeping and integration |
| Will Conyea | SageMaker API |

**6. Conflict resolution process**If a conflict within the group arises as a result of one or more members not adhering to the agreed responsibilities and codes of conduct, here are the steps to address and resolve the issue.

1. Write an email to the individual(s), ensuring that all group members are included in the email, with a detailed explanation of what problematic behaviors have been encountered, and suggest how the issue may be resolved. Invite the individual to explain their perspective, and be prepared to discuss the issue as a group towards potential plans for resolution. Copy the email text into a slack direct message and include all members of the group.
2. If the individual(s) do not respond within the agreed upon timeframe (email response rule), or you are unable to resolve the issue as a team, contact your instructor to try to help moderate discussion towards resolution.
3. If the issues are still not resolved, complete the [Team Process Request for Removal](https://docs.google.com/document/d/1Yqwgiid-DWb866NRw6WVZI39mENzfbCB1dwLF2CkNYg/edit?usp=sharing) form and submit to the Instructor. This will initiate a discussion-based process for either a final chance to resolve group issues, or to remove member(s) from the group.

**7. Signatures**   
I participated in formulating these standards, roles and procedures, and understand that I am obligated to abide by these terms and conditions. You can simply type your name into the signature field.

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| **Name** Pravin Patil  **Signature** Pravin Patil | **Name** Billie (‘Loki’) Skylizard  **Signature** Billie (kylizard |
| **Name** Dinesh Mandal  **Signature** Dinesh Mandal | **Name** Will Conyea  **Signature** Will Conyea |
| **Name** Esteban Lopez  **Signature** Esteban Lopez |  |