**CIDM 6355 Group Formation Documentation**

**I. Group Information**

**Group Name**: Team E **Group Number**: 5

**Group Member Names** (Alphabetically by last name)

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| 1. Joshua Tarrant | 2. Farzaneh Noroozi |
| 3. Pradnya Bhere | 4. Joshua John |
| 5. Brian Doss | 6. Mallika Alan |
| 7. Trevor Hofmann |  |

The following sections must be discussed in the group and agreed by each member.

**II. Group Leaders**

The group must select one or two leaders. A group leader facilitates group meeting, initiates group communication, keeps meeting and communication notes, and serves as the representative to the class instructor with project questions or concerns. A substitute or vice leader will take care of the same responsibilities when the group leader is unavailable.

Who will be the group leader: \_\_\_Trevor Hofmann\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will be the substitute or vice leader: \_\_\_Pradnya Bhere\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please also share the following responses regarding team leadership:

* How are the leaders selected?
* Why are they qualified?
* Does everyone in your team agree with the decision?
* What roles of the leaders must take?
* How can team members support the group leaders?
* Under what conditions, a leader shall be suspended?

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| * How are the leaders selected?   The team convened for an initial meeting to discuss various roles and responsibilities, including leadership. Each member had the chance to express interest in being a leader and to outline their qualifications for the role. A vote was conducted, and the majority supported the selected leaders.   * Why are they qualified?   Trevor brings a unique skill set to the team as a Technical Alignment Engineer. He has an in-depth understanding of both the technical aspects and project alignment, making him ideally suited to guide the team through complex project phases. His job involves coordinating various engineering tasks while ensuring they align with project objectives. Pradnya, our vice leader, has previous experience leading project teams as a professional program and product manager. Her experience in project management directly correlates with the skills needed for effective project leadership. Thus, Trevor's and Pradnya's combined expertise makes them well-suited to lead the group.   * Does everyone in your team agree with the decision?   Yes, the team was unanimous in agreeing upon Trevor as the leader and Pradnya as the vice leader after a round of discussions and voting.   * What roles of the leaders must take?   The leader is responsible for organizing and facilitating meetings, initiating group communications, keeping records of meeting notes, and liaising with the class instructor, Dr. Chen, on project-related queries. The vice leader will assume these roles in the absence of the group leader.   * How can team members support the group leaders?   Team members can support the leaders by actively participating in meetings, completing assigned tasks punctually, providing regular updates on their progress, and offering constructive feedback when necessary.   * Under what conditions, a leader shall be suspended?   A leader shall be suspended if they consistently fail to fulfill their responsibilities, if they engage in unethical behavior, or if most of the team members vote for their suspension due to dissatisfaction with their leadership. |

**III. Team Mission Statement**

Each team is formed for a purpose or mission. Please use a sentence or two to describe the mission of your team (you may refer to [this post](https://www.indeed.com/career-advice/career-development/team-mission-statement-examples))

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| Our team is committed to delivering exceptional work for each project milestone, adhering to deadlines, and fostering a collaborative environment. We aim for individual growth in problem-solving and team dynamics through active engagement in our group tasks. |

**IV. Conduct of Collaboration**

Centered on your team mission statement, each member is expected to demonstrate their professionalism to achieve the team mission. Please discuss with your teammates and propose 3-6 rules or norms that would contribute to an environment in which you can have meaningful and respectful online communication or collaboration to achieve your team mission together. Each rule must be clearly written and indicate the corresponding penalty if a particular member violates a certain rule. Common penalty includes warning, point deduction (for example, each member has 100 starting points and the team will decide how many points will be deducted for each violation. After each group assignment, the points will be sent to the instructor and then, be used to adjust each member’s grade, along with peer evaluation), notification to the instructor, and removal from the team. All your teammates must agree to comply with those rules throughout this semester.

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| Our team commits to the following rules to ensure a respectful and productive online collaboration that aligns with our mission statement:     * Timely Deliverables: Each team member pledges to complete their tasks by the mutually agreed deadlines. If a member fails to meet a deadline without prior notice, a 4-point deduction will apply to that member. * Open and Timely Communication: We commit to keeping lines of communication open, responding to team messages within a 12-hour window and actively participating in scheduled meetings. If a team member is late to a meeting without prior notification, a warning will be issued for the first offense, followed by a 2-point deduction for each subsequent tardiness. Failing to attend a meeting without notice will result in an 8-point penalty. Non-responsiveness to group messages within the 12-hour window will incur a 4-point penalty. * Mutual Respect: Each team member is expected to show respect for others' ideas and contributions. The first violation of this norm will result in a warning, the second will lead to a 4-point deduction, and any subsequent violations will result in an 8-point deduction and a note to the instructor. * Collaborative Support: Team members are encouraged to seek and offer help when faced with challenges. Members needing help should notify the team at least 36 hours before the task deadline. Failure to adhere to this rule will result in a 3-point penalty. * Professional Conduct: All members agree to maintain a professional demeanor throughout the project. Accumulating more than nine penalties for the violations outlined above will result in the team recommending the member's removal, pending instructor approval. * Quality Assurance: Team members agree to double-check their work before submission to ensure it aligns with the project’s quality standards. A 3-point penalty will be incurred for substandard work that requires significant revisions.     All team members have reviewed and agreed to abide by these rules. Any penalties incurred will be sent to the instructor for grade adjustment after each assignment, in conjunction with peer evaluations. |

**V. Group communication**

The group must agree on a method of communication (WTClass group message, email, phone/text, Messenger, GroupMe, Slack, Zoom, etc.) and the frequency of communication (once a day, once a week, etc.) for scheduling group activities and completing project tasks. In addition, each group requires taking a brief minutes for each meeting. Please type how your team will communicate with each other, how often your group will meet, and how meeting minutes will be taken as below.

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| Our team has reached a consensus on the following communication protocols and frequency:     * Advance Notice for Meetings: All members agree to schedule meetings with at least 48 hours' notice to accommodate everyone's schedules. * Primary Communication Tools: We will primarily use Zoom for virtual meetings and WhatsApp for group messages. Meetings will be scheduled as necessary, but always adhering to the 48-hour notice rule. * Emergency Contact: For urgent matters requiring immediate attention, phone/text will be the go-to method after first attempting to reach out on WhatsApp. * Shared Resources: A shared One Drive folder will be created where all team members can access project documents, meeting agendas, and other essential materials. * Project Updates: All team members are responsible for regularly updating the group on the progress or completion of assigned tasks through WhatsApp or Zoom meetings. * Frequency of Communication: The team commits to communicating at least once every three days to keep everyone aligned with project milestones and individual responsibilities. * Active Engagement: Members agree to employ active listening techniques, including paraphrasing and asking clarifying questions to ensure that everyone is on the same page and misunderstandings are minimized. * Meeting Minutes: Team members will rotate the responsibility of taking meeting minutes during each Zoom session. The group leader will compile these minutes and make them accessible via One Drive before any deadlines. |

**VI. Project Management**

Please describe how you are going to manage your project, assign tasks to members, and track your project progress. Overall, your project management should secure the successful completion of your project.

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| * To kickstart our project, all team members will convene for an initial meeting where we'll brainstorm to identify the scope and potential areas of interest. Based on this discussion, we'll divide ourselves into smaller subgroups, each responsible for identifying potential data sources and formulating 1-2 research questions. A follow-up meeting will be scheduled within two weeks, during which each subgroup will present their findings. We'll consolidate these into a finalized research topic and dataset choices. * For effective project management, we plan to use a Kanban-style task board implemented in Excel. The board will list all tasks, their current status (To-Do, In Progress, Completed), deadlines, and the team member responsible for each task. This way, all members can easily see the progress being made and what tasks are still pending. * In addition to the Kanban board, we'll maintain a detailed Excel spreadsheet to manage the project holistically. This will include Gantt charts for visualizing project timelines and pivot tables for analyzing workload distribution. Team members will be required to regularly update the status of their tasks on this sheet. * To ensure a balanced workload and to keep the team synchronized, weekly catch-up meetings will be scheduled. During this, we'll review the Excel sheets, update the team on individual progress, and re-assign tasks as necessary to accommodate any changes or delays. * By combining organized initial planning, utilizing Excel for project management, and maintaining open communication through regular meetings, we aim to secure the successful completion of our project. |

**VII. Decision-Making and Disagreements**

The group must agree on how decisions will be made and how disagreements will be resolved (majority rule, unanimous decision, etc.). Please type the agreed method of decision-making and resolving disagreements as below.

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| Our team will follow these Decision-Making and Disagreement Resolution Guidelines:   * Prior to any decision-making, team members are encouraged to express their viewpoints and concerns openly. This ensures that all perspectives are considered, not just those in the majority. * Every team member is expected to present evidence or logical reasoning to back up their stance. Open discussion and critical questioning are encouraged for a comprehensive understanding of the issue at hand. * If consensus cannot be reached through open dialogue, we will proceed with a vote. A simple majority will suffice for less critical decisions, while key project milestones may require a two-thirds majority. * Personal disagreements should not interfere with the focus on the project. When disagreements occur, we will concentrate on resolving the issue rather than casting blame on individuals. * For more complex or divisive issues, we may elect a temporary mediator from within the team to guide the discussion and keep it focused and constructive. * All team members are expected to show flexibility and a willingness to find a middle ground. Entrenched positions that hinder progress are to be avoided. * If the team faces persistent disagreements that cannot be resolved through internal discussion, a detailed account of the differing viewpoints and attempted resolutions will be documented. * As a last resort, any lingering, unresolved issues will be escalated to the project supervisor or professor for arbitration or guidance. * By adhering to these guidelines, we aim to foster an environment of mutual respect and collaborative problem-solving, ensuring the successful completion of our project. |