

# Team Process Agreement

Instructions: Review this document with your teammates. **Create a copy of this document (file>make a copy)** and fill it out. You can simply type your name into the signature field at the bottom. Send the signed agreement to instructors.

**This should take you about 15 minutes to fill out.** The importance of this document should not be minimized, but the main purpose is to hold one's teammates accountable if a teammate does not deliver.

Date 9/12/22 Course: W210 Section: Th 4pm

Instructor Alberto Todeschini & Corelina Llin

Team member names: Blake Bormes, Don Irwin, Jonathan Moges, Ben Ohno, Ben Mok

## 1. What are the primary methods of communication (e.g., email, Slack, conference calls, text)?

Slack channel
Zoom meetings
GH Issues

## 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.)

1-2 days depending on urgency of deliverables due, but try to respond to Slack within 1 day

## 2. Hours per week of project work

On average, how many hours per week will each member work on the project? 10-20\_hr

## 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).

Tuesday Evenings (subject to change) - Zoom
Friday 12PM PST - Zoom
Sunday Evenings (~4PM PST subject to change) - Zoom

#### 4. Collective conduct and expectations on working together

What does the team expect that every member will do? What are the shared terms of conduct and cooperation for the group?

Group will actively participate in team meetings and discussion
Group will update and track Github tasks assigned to them
Team will each be responsible for various project roles (see below) *roles will change as the project moves forward
Blake - Data aggregation, EDA, and Project Overview (mission/ problem statement)
Jonathan - Data aggregation, EDA, data visualization, academic research
Ben O - Model Selection, Model training,
Ben M - Model Selection and ideation, webapp/mlapi backend
Don - Web Application,

#### 5. Contact Information.

How can each member be reached?

Through Slack group channel or direct message. Phone numbers used if urgent

Blake Bormes: (920) 750-2800

Don Irwin: 619-368-1437

Jonathan Moges: (626) 848-7870

Ben Ohno: (904) 607-2070

Ben Mok: (510) 862-8389

#### 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. Have an open discussion with the entire team. Communicate to the individual(s), ensuring that all group members are included, with a detailed explanation of what problematic behaviours you have encountered, and suggest how to resolve the issue. Invite the individual to explain their perspective, and be prepared to discuss the issue as a group towards potential plans for resolution.

2. If you are unable to resolve the issue as a team, contact your instructor to try to help moderate discussion towards resolution.

### 7. Signatures

*I participated in formulating these standards, procedures, and understand that I am obligated to abide by these terms and conditions.*

Name <u>Blake Bormes</u>	Name <u>Don Irwin</u>
Signature <u>Blake Bormes</u>	Signature <u>Don Irwin</u>
Name <u>Ben Ohno</u>	Name _____
Signature <u>Ben Ohno</u>	Signature _____
Name <u>Benjamin Mok</u>	Name _____
Signature <u>Benjamin Mok</u>	Signature _____
Name <u>Jonathan Moges</u>	Name _____
Signature <u>Jonathan Moges</u>	Signature _____