Adriana Jacobsen, Anubhav Moondra, Avital Vainberg, Dakota Thurman, Harry Liu, Kristen Vilcans

Team UrbanFamilies - Team Norms and Collaboration

Team Goals and Priorities

We see this project as a means to explore mobility and entrepreneurship and to develop professionally through the lens of a problem we all find to be meaningful. Our goal with the project is not to build a full-fledged venture, at least at this moment, and we as a team recognize other priorities each of us has outside of this course. Our team norms described below consider these goals as the foundation.

Principles

- We aim to be **open and honest** with each other, especially in situations where competing priorities come up which may hinder our ability to meet deadlines or take on work. As a team, we want to be considerate of these situations while as individuals, we want to ensure that we inform our team of such situations in a timely manner.
- As this project is a learning experience for all of us, we want to operate with a spirit of **iterative improvement** rather than being perfect at everything upfront.
- As a team, we want to **trust each other** and empower each other to act **independently** so that we are efficient and not bogged down by "bureaucracy"

Decision-making

- Big decisions will be made as a team. Our goal will be to agree, as a team, on 2-3 options for such decisions, and vote if we don't have unanimous consensus to make the final decision.
- For small decisions, we will trust each other to make these independently although individuals can consult with the team when they want to

Requesting and Giving Feedback

- To request feedback on deliverables, we will ask team members in Slack. Reviewers should feel empowered to make direct edits on someone else's work, but should inform the person if this is done
- To give feedback to individuals e.g. working style conflicts, individuals should talk to each other one-on-one, or take the help of a third team member who is comfortable with mediating such discussions. We should be forgiving and understanding of conflicts but hold each other to be on top of our responsibilities.

Collaboration Norms

- We will use Slack for team communication. We will each check Slack consistently (at least once a day) and stay on top of it when assignments are due.
- We will use Google Drive for document collaboration. For brainstorming, we may use Google Docs or Miro.
- Team meetings will happen virtually on Zoom. We will meet weekly from 7-8 pm ET on Mondays. Any additional meetings should be scheduled in advance to give people time to plan their schedules. We also need to be mindful that Harry is in China.
- We will clearly define upfront who is responsible for which portions of work