Functional Team Plan

YouTube Music App. Members: Miles, Jen, Moss

Dates: 9/8/2020-9/21/2020
Working Hours **(PST)**: When we are available to each other for open slack communication and video meetups.

Week 1
  **Monday - Friday**: 7am-7pm PST main office hours. After 7 pm will be heads down time and may take up to an hour to respond on Slack
  **Friday**: Right after class happy hour, regroup and structure weekend work hours.
  **Saturday:** TBD
  **Sunday**: 8-12pm, hours flexed to extend if needed
Week 2
  **Monday - Friday**: 7am-7pm PST main office hours. After 7 pm will be heads down time and may take up to an hour to respond on Slack
  **Friday**: Right after class happy hour, regroup and structure weekend work hours.
  **Saturday**: Deliverable consolidation, build out slide deck and rough script **(TBD)**
  **Sunday**: Presentation refine + practice **(TBD)**

**Team Core Tenets**
"We will communicate progress and next steps daily"
  - Communication and keeping it consistent. We will set aside time each day to check in on what we accomplish/progress to determine next steps by
    - Conducting a stand up meeting at the beginning of each day
      - Fun introduction
      - Each member shares what they accomplished and what needs to get done.
      - Team decides actionable steps to achieve determined goals

"We will create (and maintain) a document to track progress" & "We will keep our shared Google Drive clean and neat"
  - For consistency, tracking work for deliverables
    - Spreadsheet plan/tracker
    - Deliverable gets placed into shared Google File when completed
      - File name protocols
        - Name. Deliverable Title (in progress file)
        - Final. Deliverable Title (final deliverable)

"We will structure in space for fun in our daily check ins"
- Stand up will start with something fun
- Fridays, happy hour after class
- Consistent check ins and informal time together

"We will build in intentional boundaries" & "We will look out for each other"
- Time off is blocked out
- Paying attention to unsaid vibes and addressing them with teammates
    - Honest approach to communicating frustrations or setbacks
    - Expressing needs to team and team adheres to what you need
    - Collaboration vs compromise

**Policies**
1. Communication
    a. Slack
    b. Open, honest communication

2. Feedback
    a. As often as it makes sense
    b. When task on deliverable is finished
    c. When an individual is complete, the whole team reviews to check off from the task list.
    d. Sandwich method for feedback (Jen). Finish with positive (Moss). Actionable/constructive (Miles).

3. Decision Making
    a. Going back to research and users
    b. What is our "Why"

4. Conflict resolution
    a. Listening to all concerns
    b. Moving forward with the user at the forefront of our resolution. What outcome is going to benefit our users?

5. Problem Solving Style
    a. Brainstorming; heads down for a allotted time to generate ideas
        i. Format decided dependent on problem
    b. Share and find solutions as a group