CS 171 - Visualization

Traffic Safety in Cambridge, MA

Team Expectation Agreement

Team HarvardViz:

Kyle Maguire
Rick Farmer
Kartik Trasi
Adam DiChiara

Team Role Assignments:

Our project roles are determined by the work we are currently doing. Each of us contributes to assigned tasks that we agree to take on throughout the project. As a result, we all get to learn a variety of skills and engage in the process. We pair up to tackle complex tasks as needed to ensure that one person does not get stuck or overloaded. We each take responsibility to contribute to the success of our project in any role needed.

Administrative Roles are specifically assigned but Functional Roles and Domain Anchors will change from week to week, depending on what is required for current tasks.

Administrative Roles:

- Communications Coordinator (**Rick Farmer**): Responsible for managing communications and sharing platforms (Slack, GitHub, Pivotal Tracker, conference calls).

- Agenda Coordinator (**Adam DiChiara**): Proposes order of weekly tasks and initiates calls for group action. Responsible for keeping forward progress towards weekly goals.

- Documents Coordinator (**Kyle Maguire**): Responsible for coordinating assignment documents, ensuring completeness, finalizing, and submitting.

- External Liaison (**Kartik Trasi**): Responsible for coordinating with TF and/or studio on any team issues, questions, or feedback. (via Piazza)

Functional Roles:

- Presenter: Presents team assignments via Piazza, screencasts, YouTube, etc.

- Writer: Consolidates team input into initial drafts for assignments.

- Sketch artist: Consolidates team sketch designs / ideas into final presentable sketches.

- Researcher: Conducts online research on assigned topics to inform team decisions / alternatives.

Domain Anchors:

- Targeting: Choose domain, define question(s), explore existing solutions, formulate data analysis tasks.

- <u>Data Wrangling</u>: Find and clean data, EDA (exploratory data analysis), transform and summarize data.

- <u>Design</u>: Design visual encoding, design interactions, design layout and storytelling.

- <u>Implementation</u>: Rapid prototypes, define data structure, explore efficient algorithms, design system architecture.

- <u>Evaluation</u>: Is the abstract right? Do encoding and interaction support the task? And, provide (new) insights?

Communication Method(s) / Expectations:

Slack will be be our primary method of communication. The expectation is that the team members will check slack throughout the project duration and respond as needed to notifications for @everyone or @username.

On Slack, to notify all members of the team please use the @everyone or @channel keywords. To notify individual members of the team please use the form @jamesbond

Meeting Schedule / Method(s):

A dial-in conference call is used to ensure that the team has assigned current work to individuals, is on track for milestones, and to demo individual work to the other team members as we progress, as well as discuss planning and resolve outstanding questions.

We have a weekly meeting at 8pm EST each Wednesday. Our dial-in number is 1 (888) 643-3084,,,96848588#. Additional ad hoc meetings may be scheduled (most likely on the weekend) for required collaboration on tasks and mid-week updates. We will use Screenhero for screen sharing (https://screenhero.com).

Implementation / Collaboration Plan:

Pivotal Tracker will contain the living implementation and collaboration plan (https://www.pivotaltracker.com/n/projects/1554113). As the project evolves our tracker will be updated with the details of the assignments for each member of our team and associated delivery horizon.

As we begin to implement our project, when possible the team will pair on items in tracker. Pair-programming (aka XP) helps to make complex items less difficult, promote efficiency, and share knowledge among our team members while allowing us to deliver quality work more quickly. Screenhero is a tool that enables remote pairing.
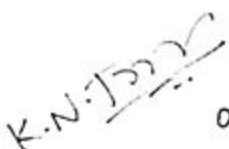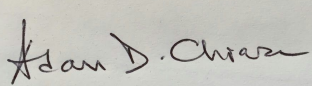
How to deal with non-performing members:

We want everyone on the team to be engaged and contribute to our collective success. If a team member is lagging or struggling in a particular area we will invite that person to a pairing session with another team member to help them get re-oriented and back on track toward meaningful contributions. We can do this remotely by sharing screens using Screen Hero where both members of the pair can work directly on the same item.

If performance continues to be a problem with a team member we have a system in place for escalating levels of intervention. The metric for underperformance will be either failure to complete an assigned task by the deadline or failure to meet agreed upon quality expectations for an assigned task. Underperformance will be addressed with the following steps:

- <u>First offense</u>: Acceptable. We have a team discussion about what went wrong, what could have been done to prevent it, and expectations moving forward.
- <u>Second offense</u>: A warning is issued. We have a team discussion about what went wrong, what could have been done to prevent it, and expectations moving forward.
- <u>Third offense</u>: We notify a TF of the team member's consistent underperformance.

We don't expect this to be a problem, as the team has already done a great job of communicating and pitching in, but it is always useful to have some sort of system in place.

Of course this system is not entirely rigid. If it is clear that a team member is putting in an acceptable level of effort, or if they have a very good excuse for an instance of underperformance, exceptions may be made.

Signature (Kyle Maguire)	*Signature (Rick Farmer)*
Kyle Maguire 03/27/201	*R Farmer* 3/27/2016
Signature (Kartik Trasi)	*Signature (Adam DiChiara)*
K.N. Trasi 03/28/16	*Adam D. Chiara* 3/27/2016