The Data Mine: Team Values

The purpose of this activity is to establish team norms that outlines the values guiding your collaboration. This document will serve as a foundation for fostering a positive and productive team environment, ensuring that all members are aligned and committed to the project's success.

## Instructions

1. **Review Provided Values:** Begin by thoroughly reviewing the three team values already provided on the next page: “Demonstrate Trust & Respect”, “Communicate Consistently”, “Strategize to Succeed”.
2. **Update Title**: include project name and company.
3. **Create Additional Values:** Collaborate with your team to brainstorm and create three additional values, each accompanied by a detailed description.
4. **Add to the Table:** Once you have created the additional values, incorporate them into the provided table along with their descriptions.
5. **Sign the document:** Please have everyone (including TA) virtually sign this document (see last page). By signing, team members are agreeing to adhere to all expectations stated in this document. TAs may elect to print off the document and sign in-person or alternatively use digital signatures systems or alternative fonts.
6. **TAs will submit** this document on behalf on the team on their TA Gradescope

## Questions to Consider

* How will the team prepare for meetings, including setting agendas and sharing progress?
* What format and structure should the documentation follow to ensure consistency?
* What are each team member’s roles and responsibilities, and how will these evolve throughout the semester?
* What are the expectations for group work sessions outside of class?
* How will the team encourage contributions from all members?
* What types of conflicts might arise, and how will they be identified and addressed?
* How will documentation be integrated into the team’s Agile or Kanban workflow?

# {Company-Project-Name} Team Values

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| *Demonstrate Trust & Respect* | We uphold integrity, trust, and respect by maintaining professionalism, avoiding plagiarism, giving credit for others’ ideas, and creating a safe, constructive space for open communication and collaboration. |
| *Communicate**Consistently* | We commit to responding to messages within 24 hours, providing regular updates on our progress in Kanban, and clarifying any doubts during meetings to ensure smooth collaboration. We take responsibility by attending all scheduled meetings, notifying TA and the team at least a day in advance if we’ll be absent. |
| *Strategize to Succeed*  | We take responsibility for our tasks, regularly reviewing workload balance, and stepping in to assist teammates when challenges arise. Prepare for meetings by reviewing agendas beforehand, creating checklists for upcoming tasks, and completing key deliverables well in advance to avoid last-minute stress. |
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