

**Team Name:** sdmay22-proj43

**Team Members:** Brandon Cortez, Carter Irlmeier, Colton Glick, Ellissa Peterson, Reid Schneyer, Ryan Hunt, Zachary Eisele

**Team Procedures:**

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
  - a. Weekly Monday 3pm - 4pm Coover 3050 with Dr. Jones
  - b. Weekly Wednesday 1pm - 2pm Discord, general meeting with TA
  - c. Weekly Tuesday 7pm - 10pm Coover 3050, Workday
  - d. Monthly Wednesday 11am - 12pm Coover 3050, Retrospective meeting
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
  - a. Email or Discord server
3. Decision-making policy (e.g., consensus, majority vote):
  - a. Majority vote
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
  - a. Google drive folder for meeting minutes. Record meeting minutes for Monday and Wednesday meetings.

**Participation Expectations:**

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - a. All members shall have regular attendance to both general meetings.
  - b. All members should go to as many workdays as possible, attendance for at least 1 of the 3 hours is expected.
  - c. Meeting absences should be communicated to the team ahead of time.
  - d. Members can call in virtually if they cannot attend in person. However, in person is preferred.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - a. All members shall contribute equally to team assignments. Deadlines for assignments shall be clearly communicated and met.
  - b. Each member is responsible for their own portion of the assignment.
3. Expected level of communication with other team members:
  - a. Team members should communicate impediments and roadblocks to the team regularly during meetings or on the Discord server.
  - b. During team meetings team members should communicate openly and honestly regarding their thoughts and opinions on project aspects.
4. Expected level of commitment to team decisions and tasks:
  - a. If a team decides on a certain task by majority vote, the entire team should carry out what is voted on. However, if there are concerns about the decision, they should be communicated in a professional manner, so that the entire team is on the same page.

## Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
  - a. 2 technical leads will be determined later once a better understanding of technical requirements is gained
  - b. Ellissa (Brandon will assist) will be the project manager
2. Strategies for supporting and guiding the work of all team members:
  - a. Discussing roadblocks during general meetings and work days
3. Strategies for recognizing the contributions of all team members:
  - a. Each member discusses accomplishments / narrative for the previous week during general meetings.

## Collaboration & Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
  - a. Colton: Previous programming experience in Java, C, C++, among other languages. Worked with some real-time aerospace control systems before. Have worked with real world agile teams before.
  - b. Zach: Programming experience in Java, C/C++, and some experience using Javascript (primarily using Node.js and Three.js). Have done data visualization and worked with agile teams during internship. Only embedded systems experience is with CPR E 288 (wanting to learn more). Some 3D modeling experience with Blender.
  - c. Brandon: Programming experience in Java, Javascript, C/C++, Python. Experience managing projects at internship and experience with designing in AutoCAD tools. Limited experience with embedded systems from 288.
  - d. Reid: Programming experience in C, Java, Javascript. Has designed & assembled custom PCBs. Embedded experience from CPRE 288 and hardware design experience from CPRE 381, 480, 581. Has worked on Agile teams before. Some 3D modeling experience.
  - e. Carter: Previous school work experience programming in C/C++, Java, Javascript, and Python; Real world experience working in an agile environment and programming with Java and utilizing SQL; no experience with embedded systems or control systems unfortunately.
  - f. Ellissa: Programming experience in Java, C, C++, C#, Ruby, JavaScript, SQL, and Python. I also have experience with Node.js, Vue, ReactJS, and Angular. I have a small amount of experience with embedded systems and 3D modeling but not enough to be confident with them. I've had three internships over the past few summers where I was able to experience working in various agile environments.
  - g. Ryan: programming experience in Java and C. Embedded system experience with CPRE 288. Hardware experience from CPRE 381 and some real world work with FPGAs. A small bit of experience with scripting.
2. Strategies for encouraging and support contributions and ideas from all team members:

- a. Brainstorming and problem solving sessions where anyone can present ideas/solutions.
- 3. Procedures for identifying and resolving collaboration or inclusion issues (e.g., how will a team member inform the team that the team environment is obstructing their opportunity or ability to contribute?)
  - a. Team members can bring any concerns to the group during the weekly standups, or the retrospective meetings
  - b. Or if uncomfortable, directly to the TA.

**Goal-Setting, Planning, & Execution**

- 1. Team goals for this semester:
  - a. Work and communicate well as a team
  - b. Establish a productive working environment to plan and prototype effectively
  - c. Have a manual flying prototype by the end of the semester
- 2. Strategies for planning and assigning individual and team work:
  - a. Project work will be planned and estimated on an agile kanban board to effectively estimate and distribute work
- 3. Strategies for keeping on task:
  - a. Weekly standups
  - b. Monthly retrospective meetings

**Consequences for Not Adhering to Team Contract**

- 1. How will you handle infractions of any of the obligations of this team contract?
  - a. Team will talk with the member in question over Discord to resolve contract violations.
- 2. What will your team do if the infractions continue?
  - a. If a member repeatedly violates the contract, the TA and/or professor will be contacted to help resolve the issue. Disciplinary action may be taken if deemed necessary.

*a) I participated in formulating the standards, roles, and procedures as stated in this contract. b) I understand that I am obligated to abide by these terms and conditions. c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

- 1) Colton Glick \_\_\_\_\_ DATE 9/17/21 \_\_\_\_\_
- 2) Zachary Eisele \_\_\_\_\_ DATE 9/17/21 \_\_\_\_\_
- 3) Reid Schneyer \_\_\_\_\_ DATE 9/17/21 \_\_\_\_\_
- 4) Ellissa Peterson \_\_\_\_\_ DATE 9/17/21 \_\_\_\_\_
- 5) Brandon Cortez \_\_\_\_\_ DATE 9/17/21 \_\_\_\_\_
- 6) Rayn Hunt \_\_\_\_\_ DATE 9/18/21 \_\_\_\_\_
- 7) Carter Irlmeier \_\_\_\_\_ DATE 9/19/21 \_\_\_\_\_