

Team Name: sdmay24-15

Team Members:

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|--------------------|----------------------------|
| 1) Casey Halbmaier | 2) Caden Backen |
| 3) Ben Gardner | 4) Coby Konkol |
| 5) Andres Ceballos | 6) Nihaal Koyakunju Zaheer |

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:

Weekly TA Meetings: Mondays 2:00 PM - 2:30 PM (Senior Design Lab, Coover Hall)

Weekly Team Meetings: 2:30 PM - 3:00 PM (TLA, Coover Hall, or SIC)

2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):

In person for essential meetings, discord for most communication outside of meetings, with email as a backup. Virtual meetings through discord if needed.

3. Decision-making policy (e.g., consensus, majority vote):

Consensus if possible, if not agreeing within 30 minutes, Vote.

4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):

Google Spreadsheet minutes for each meeting, taken by whoever is present.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:

Presence at all meetings is expected if available, and clear and timely communication about absences and tardiness is required.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

All members are responsible for completing assigned work on time and asking for help and communicating issues when needed.

3. Expected level of communication with other team members:

Respond within the same day to Discord messages. Ping is important.

4. Expected level of commitment to team decisions and tasks:

When you say you're going to do something, we will assign a date to finish by. Do your best to get done by then, if challenges exist preventing you from meeting the deadline communicate it. For hard deadlines, consistent communication and work to meet the deadlines is mandatory.

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):

Project Manager: Casey

Other roles added and assigned as project requirements are learned.

2. Strategies for supporting and guiding the work of all team members:

Everybody has their own strengths and skills. Make it clear to everybody your strengths and lend support to each other.

3. Strategies for recognizing the contributions of all team members:

Task tracking attached to those who completed the task.

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.

Ben: *Experience writing C for embedded systems and schematic drawing. Worked on a professional development team.*

Casey: *Experience in Java, C, and JavaScript programming languages. Organized and cooperative in a team.*

Nihaal: *Prior experience with debugging and writing code for hardware. Good with Linux, Containers, Docker, Bash, C, Python.*

Coby: *Good with Linux, containers, cloud infrastructure, DevOps, APIs, backend, data/pipelines. Most comfortable with Java, Python, C, Bash scripting. History making apps*

Caden: *Experience with Python, C, Java, Matlab, Simulink. Job experience with large scale machinery, specifically embedded systems.*

Andres: *Autodesk inventor, CAD, Quartus Prime, Creo Draft, Circuit Design, and beginner level in C.*

2. Strategies for encouraging and supporting contributions and ideas from all team members:
 - *Don't shoot down ideas right away.*
 - *Have good-faith discussions of all ideas.*
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?)
 - *Depending on the situation, a group discussion would be used to bring up the issue.*
 - *If the situation is a severe issue where threats have been made, the individual will reach out to other members of the team and the TA for action steps moving forward.*

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
 - *Learn new skills for designing projects given specific criteria.*
 - *Develop communication skills between the team and the client.*
 - *Become familiar with one another so that everyone is understood.*
 - *Develop teamwork skills to prepare ourselves for next semester.*
2. Strategies for planning and assigning individual and team work:
 - *Work assigned to individuals according to skill and current workload. Will attempt to balance workload based on schedules and availability (if someone has more non-project commitments, accommodation will be made)*
3. Strategies for keeping on task:
 - *Gitlab issues*
 - *Reminders of tasks and deadlines and progress updates during meetings*

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?
 - *Talk to the team members and try to resolve it internally.*
 - *Seeking guidance from TAs*
2. What will your team do if the infractions continue?
Order of escalation:
 - *TA first*
 - *If the problem continues reach out to the professor*

- 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) *Casey Halbmaier*
- 2) *Nihaal Zaheer*
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