

Team Name: sdmay24-20

Team Members:

- 1) Brendon Droege 2) Bryan Pope
- 3) Camron Corcoran 4) Corey Lieu
- 5) Leha Dutta 6) Susanna Noble

Team Procedures

- 1. Day, time, and location (face-to-face or virtual) for regular team meetings: **Wed. before or after TA meeting virtual or face-to-face**
- 2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face): **Teams is the preferred method of communication texting will be utilized as a back up.**
- 3. Decision-making policy (e.g., consensus, majority vote): **Usually consensus however if team members cannot be reached or a consensus cannot be reached after one meeting session a majority vote will be used.**
- 4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived): **Google Docs will be used for keeping minutes and the doc will be shared with the team member.**

Participation Expectations

- 1. Expected individual attendance, punctuality, and participation at all team meetings: **Members should make it a priority to attend all meetings with exceptions for health reasons and or other academic responsibilities. If a team member will be late or absent they should inform the group at least 24 hours in advance.**
- 2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **Individuals are expected to complete tasks within their deadlines to adhere to timelines and keep the project moving forward. If a team member believes that a task will not be completed as expected, they are expected to communicate that information as soon as possible.**
- 3. Expected level of communication with other team members: **Team members should respond to team discussions or direct messages within 12 hours on weekdays and within 24 hours on weekends. If an individual's input is needed or missing, a good faith effort must be made to notify that individual directly.**
- 4. Expected level of commitment to team decisions and tasks: **If the team has come to a consensus and majority vote of a topic all members will be committed to the choice unless a new discussion is had with different arguments from the original and a new consensus or majority vote is reached**

Leadership

- 1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
 - a. Secretary: In charge of keeping minutes at meetings - **Corey**
 - b. Project Manager - **Leha**
 - c. Technical Lead - **Bryan**

- d. Client Liaison - **Camron**
 - e. Information Manager #1 - **Brendon**
 - f. Information Manager #2 - **Susanna**
2. Strategies for supporting and guiding the work of all team members:
If a team member is struggling with contributing or progressing with their tasks, a strong effort will be made from the rest of the team to help guide them through whatever they are stuck on. The goal from this project for every team member is to learn and to accomplish this, every team member will be ready and willing to assist each other.
 3. Strategies for recognizing the contributions of all team members: All work will have author contributions from the team member who worked on that task. We will respect and appreciate the work and contributions made by each team member to keep morale high.

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
Camron Corcoran- C, Java, Python, internship experience in IT security operations.
Bryan Pope - C, C++, Python, and Java. Internship experience in embedded systems, linux operating systems and agile development process.
Brendon Droege - I have the background of being the only Software Engineering major here. This comes with experience in different work flows and a variety of languages, ranging from Python, Java, C, Javascript, HTML, and CSS.
Leha Dutta - Python, Java, Linux, Bash Scripting, AWS. Internship experience in IT Security and Risk Management.
Corey Lieu - Java, C, C#, Linux, experience with the agile development process.
Susanna Noble - C, C++, Java. Internship with project requirement organization and optimization.
2. Strategies for encouraging and support contributions and ideas from all team members:
Contributions from everyone will be encouraged and highlighted during team meetings. We will establish a safe and inclusive environment that is filled with effective and constant communication. With our regular team meetings, we'll be able to recognize and reward contributions and efforts while empowering all team members.
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?): The member encountering issues with inclusion will start a group discussion in teams or request a separate meeting from normal group meetings to discuss the issue and possible solutions. The member bringing this motion should have possible solutions ready for discussion before meetings or as a part of their group message.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
Meet expectations and deadlines as outlined by the client and team.
Follow a development process smoothly.
2. Strategies for planning and assigning individual and team work:

Most of this will be assigned during team meetings after deadlines have passed, and tasks for the next step of the development process need to be given. In extenuating circumstances, if tasks are sufficiently large, assignments will be given well in advance to the best of the team's ability.

3. Strategies for keeping on task:

To best stay on task, it's expected to set clear goals and expectations that are specific, achievable, and important to the project. We will utilize git and the issues board to create a "to-do" list of tasks. Within our meetings, we will have regular review progress checkups to reflect and adjust. We will hold ourselves accountable and honest with our workload.

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?

Infractions will be held on a case to case basis. If the team believes a member is not meeting their obligations, they must inform the individual and they will be given a grace period that is a minimum of one week to resolve the infraction

2. What will your team do if the infractions continue?

If continued infractions happen, either among a single individual or scattered throughout the group, the issues will be brought to the attention of the faculty advisor and discussed as a team. This is in the case of continued infractions even after multiple attempts to resolve them among ourselves as a team.

- 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) Corey Lieu _____ DATE 9/10/2023 _____
- 2) Camron Corcoran _____ DATE 09/11/2023 _____
- 3) Brendon Droege _____ DATE 09/10/2023 _____
- 4) Bryan Pope _____ DATE 9/10/2023 _____
- 5) Leha Dutta _____ DATE 09/10/2023 _____
- 6) Susanna Noble _____ DATE 09/10/2023 _____