

Team Name sd-may22-37

Team Members:

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| 1) Ani Manjunath | 2) Siyu Wang |
| 3) Quinn Conrad | 4) Kylus Pettit-Ehler |
| 5) Ryan Thompson | 6) Gabriel Rau |
| 7)Eric Korneisel | |

Summary of Team Characteristics

Required Skill sets for the Project:

- Frontend - UI/UX Design and implementation as a web application. Google Maps API integration.
- Backend - Migrating data to a database. Scripts to update it.
- Version Control - Git.
- Testing - Unit tests

Skill sets covered by team:

Ani: Frontend/Full-stack - server management, UI, SQL, CI/CD, DevOps

Ryan: Backend - database, embedded systems

Quinn: Frontend/backend - UI/UX design, SQL

Kylus: Frontend/backend - UI development, backend databases, embedded systems

Gabe: Systems - Linux, automation, git

Siyu: Frontend/backend - UI, SQL

Eric: Frontend/Backend - UI design, SQL

Project Management:

Waterfall method for planning and then migrating to Agile during implementation.

Initial PM Roles:

Listed below in the leadership roles.

Team Procedures

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

Face-to-face meetings every Wednesday at 2:00. Meetings with client weekly/bi-weekly as desired on Mondays at 2:15-3:00.

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

GroupMe, email, and face-to-face meetings.

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

Consensus.

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

Google Doc in our shared drive.

Participation Expectations

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

Everyone should show up to all meetings unless communicated otherwise.

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

Completing tasks by deadlines unless unexpected delays, which have to be communicated to the rest of the team.

3. Expected level of communication with other team members:

Keeping up with GroupMe and emails. Not expected to reply unless there is a question or concern directed towards a specific team member. They have a 24 hour buffer to reply.

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

All members are expected to participate in team discussions and decision-making.

Leadership

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

Ani: In charge of meeting minutes/reports.

Ryan: Team organization - planning meetings.

Siyu: Deadline enforcement.

Quinn: Client interaction - answering questions and coordinating with the client.

Gabe: Team communication leader.

Kylus: Conflict arbitrator.

Eric: Product Tester

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

- Reminders via GroupMe/email
- Meetings - weekly or as desired
- Coordination with other members or TA when necessary

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

Keeping track of role assignments.

Collaboration and Inclusion

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

Ani: Frontend development/full-stack development. Java, C# .NET, C, AngularJS, HTML/CSS, Verilog, VHDL, SQL

Kylus: Frontend / Backend development. Java, Typescript, C, Spring, Angular, HTML / SCSS, Verilog, VHDL.

Ryan: Backend/full-stack development. Java, AngularJS, C, HTML, Python, SQL, Spring, Javascript, VHDL.

Siyu: Backend development. Java, C, SQL , HTML/Javascript/CSS, Spring, Verilog

Quinn: Full-stack development, Java, Javascript, C, C++, Python, HTML/CSS

Gabe: Backend development. Java, C, C++, C#, MySQL

Eric: Frontend/Backend development. Java, C, C++, HTML, SQL, Javascript

2. Strategies for encouraging and support contributions and ideas from all team members:

- Actively participating in team decision-making
- Offering extra help when necessary

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?):

We have team members assigned to those roles. We will discuss during meetings or via GroupMe.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:

To get a functional design of the product and begin implementation.

2. Strategies for planning and assigning individual and team work:

First-come first-serve.

3. Strategies for keeping on task:

Active deadlines and constant communication/updates.

Consequences for Not Adhering to Team Contract

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

Discuss face-to-face via team meetings and make sure we get any issues resolved.

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

3 strike rule, then go to TA or 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.*

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| 1) Anirudh Manjunath | DATE: 9/16/21 |
| 2) Siyu Wang | DATE: 9/16/21 |
| 3) Ryan Thompson | DATE: 9/16/21 |
| 4) Quinn Conrad | DATE: 9/16/21 |
| 5) Kylus Pettit-Ehler | DATE: 9/16/21 |
| 6) Gabriel Rau | DATE: 9/16/21 |
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