

Team Name: sdmay22-33

Team Members:

- 1) ___Jonathan Kelly_____ 2) _____Nathan McKay_____
- 3) ___Ricardo Ramirez_____ 4) _____Adnan Salihovic_____
- 5) ___Noah Kelleher_____ 6) _____Hengwei Chen_____

Team Procedures:

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

Tuesdays/Thursdays @ 4:30 (Virtual through Discord)

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

Email and Discord

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):

Shared text chat in Discord, updated by rotating members each meeting

Participation Expectations:

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

Each team member is expected to attend every meeting on time and participate unless the team was notified prior to the meeting.

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

Each team member will be expected to try their best to finish their respective assignments and ask for help should they not expect to be able to do so.

3. Expected level of communication with other team members:

Each team member must be able to meet weekly unless mentioned prior to the meeting time, the team member must reach out after the meeting for an update on what was discussed at the meeting.

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

Team members will be expected to participate in team decisions and follow through with those decisions. If there are disagreements, team members are expected to voice those concerns and work together to address them.

Leadership:

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

Team organization: Ricardo Ramirez

Client Interaction: Adnan Salihovic

Inter-component tester: Hengwei Chen

Individual component design: Jonathan Kelly

Testing: Nathan McKay

Team communicator: Noah Kelleher

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

Daily checking of the Discord for issues that they may experience while working on the project. Github Issues and Commits can also be used for any coding problems that arrive

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

Contributions will be recognized based on team role as well as recorded authorship for any documentation or technical work (i.e., code having the author written, meeting minutes signed by team member)

Collaboration and Inclusion:

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

Majors: 2 EEs (Ricardo and Hengwei), 2 CprEs (Noah and Nathan), 2 SEs (Jon and Adnan)

Minors: 2 Data Science (Jon and Adnan),

Nathan: Strong with low level coding and embedded systems concepts. Experienced with data sorting and parsing.

Noah: Embedded systems and security focus areas. Strong background with Android mobile development and Linux systems.

Adnan: Strong mid level knowledge of Python and C. Experienced with R and Python pandas for data visualization and analysis. Low level knowledge with embedded systems.

Ricardo: Experienced with C and embedded systems concepts. Low level knowledge with linux systems. Mid level experience with power.

Hengwei: good at low level coding and mathematics. Know a bit about c++ and python.

Jon: Experienced with Java, C, Python, Node.js, Linux, Junit testing and software system design

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

Make every team member an important part of the team. Allow each individual team member to share their voice and their vision and set their goals. Communicate with each team member often, and be friendly to each team member.

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?)

Make a comment in the discord, either personal or group message, or communicate the issue during our group meetings

Goal-Setting, Planning, and Execution:

1. Team goals for this semester:

Have each team member confident in their knowledge about the project and how the design will be executed in the second semester. Make sure everyone feels comfortable working with each other and communicates issues that arise.

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

Team members will be assigned tasks after team meetings based on their team role and skills which will then be recorded in meeting minutes.

3. Strategies for keeping on task:

Having a checklist to complete items to do in a scheduled time.

Consequences for Not Adhering to Team Contract:

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

We will bring it up during a meeting and discuss what has happened and collectively come up with a solution that satisfies everyone.

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

If the infractions continue even after group involvement, we will notify our TA or Professor and will work off of their advice

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) _____Jonathan Kelly_____ DATE _____9/16/21_____

2) _____Ricardo Ramirez_____ DATE _____9/16/21_____

3) _____Adnan Salihovic_____ DATE _____9/16/21_____

4) _____Noah Kelleher_____ DATE _____9/16/21_____

5) _____Nathan McKay_____ DATE _____9/16/21_____

6) _____Hengwei Chen _____ DATE _____9/16/21_____

THE TEAM

Team Members:

1) Jonathan Kelly 2) Nathan McKay

3) Ricardo Ramirez 4) Adnan Salihovic

5) Noah Kelleher 6) Hengwei Chen

Required Skill Sets for Your Project: (if feasible – tie them to the requirements)

Computer Engineers, Software Engineers, Electrical Engineers. We do not know any other requirements as of filling this form out.

Skill Sets Covered by the Team: (for each skill, state which team member(s) cover it)

2 EEs (Ricardo and Hengwei), 2 CprEs (Noah and Nathan), 2 SEs (Jon and Adnan)

Nathan: Strong with low level coding and embedded systems concepts. Experienced with data sorting and parsing.

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Adnan: Strong mid level knowledge of Python and C. Experienced with R and Python pandas for data visualization and analysis. Low level knowledge with embedded systems.

Ricardo: Experienced with C and embedded systems concepts. Low level knowledge with linux systems. Mid level experience with power.

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Project Management Style Adopted by the Team:

Scrum, working within set time frames and planned meetings to meet smaller objectives using regular communication.

Initial Project Management Roles: (enumerate which team member plays what role)

Team organization: Ricardo Ramirez

Client Interaction: Adnan Salihovic

Intercomponent : Hengwei Chen

Individual component design: Jonathan Kelly

Testing: Nathan McKay

Team communicator: Noah Kelleher