

**Team Name** \_sdmay24-33\_\_\_\_\_

**Team Members:**

- 1) \_Carter Murawski\_\_\_\_\_      2) \_Chris Costa\_\_\_\_\_  
3) \_Matt Graham\_\_\_\_\_      4) \_Tyler Weberski\_\_\_\_\_  
5) \_William Hudson\_\_\_\_\_      6) \_Andrew Winters\_\_\_\_\_

**Team Procedures**

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
  - a. Face to face Thursday 12:30 pm at Library
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
  - a. Discord and in-person at meetings
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. Gitlab will store notes, note taking will rotate between members.

**Participation Expectations**

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - a. Everyone will be in attendance, on time, and participating. Members will notify the team ahead of time if they are unable to attend.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - a. Each member will contribute to assignments and ensure everything is completed on time and will communicate if something is at risk of being delayed.
3. Expected level of communication with other team members:
  - a. Being available every day, and able to respond within a timely manner to whatever necessary task/issue needs to be resolved (within 24hrs).
4. Expected level of commitment to team decisions and tasks:
  - a. When the majority votes, that will be the final decision for the group unless there is a vote following the previous one to modify the decision.

**Leadership**

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
  - a. Each member will share leadership roles
  - b. Different members will take the lead on more specialized tasks as needed
2. Strategies for supporting and guiding the work of all team members:
  - a. Weekly meetings where we can set tasks for the next week to complete before the next meeting.
  - b. Progress checks to ensure a weekly goal has been met
  - c. Everyone knows who is supposed to do what task and when.

3. Strategies for recognizing the contributions of all team members:
  - a. Checking assigned tasks within Gitlab to see who has completed an issue

**Collaboration and Inclusion**

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
  - Chris Costa: Software Engineering
  - Matt Graham: Software Engineering, Cyber Security
  - Carter Murawski: Electrical Engineering, Embedded systems
  - Tyler Weberski: Software Engineering
  - Andrew Winters: Electrical Engineering
  - Mitch Hudson: Cyber Security
2. Strategies for encouraging and support contributions and ideas from all team members:
  - a. Everyone participates in active communication and collaboration on tasks.
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. Communicate with the team if any issues arise before they become a problem.

**Goal-Setting, Planning, and Execution**

1. Team goals for this semester:
  - a. Reach milestones on time.
  - b. Be in a position for a smooth transition from planning to development.
2. Strategies for planning and assigning individual and teamwork:
  - a. Within GitLab, staying on top of the storyboard, assigning tasks to individuals and making sure everyone has something to work on at all times.
3. Strategies for keeping on task:
  - a. Keeping everyone up to date and informed on tasks through Discord and Gitlab

**Consequences for Not Adhering to Team Contract**

1. How will you handle infractions of any of the obligations of this team contract?  
Communicate with a friendly reminder
  - a. Meet as a group and discuss the issue and why it happened, then bring it to a TA to seek further guidance and assistance.
2. What will your team do if the infractions continue?
  - a. First meet as a team and discuss why these issues may occur and figure it out there
  - b. Next steps would be involving TA as well to continue
  - c. If previous steps don't resolve the issue, coming to the professor and trying to resolve the issue

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- 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) \_\_\_\_\_ Carter Murawski \_\_\_\_\_ DATE \_\_\_\_\_ 8/31/23 \_\_\_\_\_
- 2) \_\_\_\_\_ Matt Graham \_\_\_\_\_ DATE \_\_\_\_\_ 8/31/23 \_\_\_\_\_
- 3) \_\_\_\_\_ Chris Costa \_\_\_\_\_ DATE \_\_\_\_\_ 8/31/23 \_\_\_\_\_
- 4) \_\_\_\_\_ Tyler Weberski \_\_\_\_\_ DATE \_\_\_\_\_ 8/31/23 \_\_\_\_\_
- 5) \_\_\_\_\_ William Hudson \_\_\_\_\_ DATE \_\_\_\_\_ 8/31/23 \_\_\_\_\_
- 6) \_\_\_\_\_ Andrew Winters \_\_\_\_\_ DATE \_\_\_\_\_ 8/31/23 \_\_\_\_\_