Team Members:

1) Mason Korkowski
2) Micah Mundy
3) Gerald Edeh
4) Kolton Keller
5) Eva Kohl
6) Savva Zeglin
7) Magnus Anderson

Team Procedures

Participation Expectations

Meetings:
Team member meeting Tuesdays at 5pm, in Martson 1110
Meet with Dr. Duwe (client/advisor) Monday afternoons at 2pm, in Durham 353

Communication:
Discord for intra-team communication or email for external communication

Decision making policy:
Majority Rule with Humility

Participation Expectations

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

Attendance is expected at all meetings.

In-person and online attendance are both acceptable.

Notify team members ahead of time as early as possible if a conflict arises. (At least a day is preferrable.)

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

Work should be distributed as evenly as possible.

Once weekly, two or three members review and update tasks.

If someone is falling behind schedule, another team member can help fill in the role to earn brownie points. The member with the least brownie points must make/purchase brownies for the one with the highest number of points.

Expected level of communication with other team members:

Team members should keep the rest of the team in the loop with their current progress.

Communicate personnel assignment eta and each person is responsible for their own work.

Task status should be documented clearly in Trello/GitLab/etc.

Daily responses via discord with the exception of weekends.

Expected level of commitment to team decisions and tasks:

Everyone is expected to have an equal level of commitment.

Leadership

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

Initial scrum masters: Micah, Kolton.

Primary Professor Contact: Mason

Other roles can be assigned in the future once the project is developed further.

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

Be supportive and understanding of other team members.

Good communication and documentation are critical for team success. When team members have questions posted in Discord effort should be put forth to help answer it.

Strategies for recognizing the contributions of all team members:

Being intentional with supporting each other.

All team members should be aware of what each member of the team is working on.

Collaboration and Inclusion

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

    a. Mason Korkowski
        i. Computer Engineer
        ii. Languages
            1. System Verilog
            2. Java
            3. VHDL
            4. RISC Assembly (Mips / ARM)
        iii. FPGA Development
        iv. Modelsim
        v. Vivado
    b. Micah Mundy
        i. Computer engineer
        ii. Languages:
            1. C
            2. C++
            3. BASH
            4. Java
            5. Python
            6. VHDL
        iii. Embedded systems
        iv. Linux
        v. High-performance computing
        vi. Computer architecture
        vii. Experience in ISEAGE and SANS CTFs
    c. Gerald Edeh:
        i. Computer Engineer
        ii. Languages
            1. C
            2. Java
            3. Javascript
            4. HTML
            5. Verilog
            6. VHDL
    d. Kolton Keller
        i. Computer Engineering
        ii. Languages
            1. Java
            2. C/C++
            3. Python
        iii. 3D CAD Modeling
        iv. Arduino
    e. Eva Kohl:
        i. SoftwareEngineer
        ii. Languages
            1. Java
            2. Javascript
            3. C
            4. C++

5. HTML
6. Verilog
7. Typescript

iii. Software Development Practices

f. Savva Zeglin:
   i. Computer Engineer
   ii. Languages
      1. C
      2. Java
      3. Python
      4. Verilog
      5. VHDL
   iii. FPGA dev. -- Quartus Prime, ModelSim
   iv. MIPS assembly
g. Magnus Anderson:
   i. Software Engineer
   ii. Languages
      1. Java
      2. C/C++
   iii. Backend experience

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

   Actively listening to input from fellow teammates and supporting their ideas. Keeping in mind that we all are on the same team and have the same goals.

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?)*
   Start with a one on one conversation with the involved parties. If no progress is made then escalate your complaint up the chain of command (whole team, TA, Professor...)

Goal-Setting, Planning, and Execution

1. *Team goals for this semester:*

   Complete a project that we can be proud of

   Fulfil the project requirements with a quality design

   Advance our teamwork skills

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

   Task-tracking: GitLab

   Weekly meetings and progress reports

   Bi-weekly scrum periods

3. *Strategies for keeping on task:*

   Setting deadlines and committing to them

   Holding each other accountable for the work that needs to be done

Consequences for Not Adhering to Team Contract

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

   All debts must be paid in brownies (Walmart brownies are acceptable but disappointing)

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

   Start with a conversation with the involved parties. If no progress is made then escalate your complaint up the chain of command (whole team, TA, Professor...)

This is a preliminary contract and as the project progresses the situation may change.

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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) Mason Korkowski DATE 9/14/2021

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