Team Name: Real Time Data Visualization

Team Members:
1) Ami Ikanovic
2) Elizabeth Nelson
3) Ben Kelly
4) Zahydee Machado
5) Parth Padmanabhan
6) Scott Fank
7) Isaac Littler

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

Computer / Electrical / Software Engineering

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

Computer Engineering: Isaac Littler

Electrical Engineering: Scott Fank

Software Engineering: Ben Kelly, Zahydee Machado, Ami Ikanovic, Parth Padmanabhan, Elizabeth Nelson

Project Management Style Adopted by the Team:

Agile

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

Team Lead: Elizabeth Nelson

Scheduling Lead: Isaac Littler

Client Communication Lead: Scott Fank

Team Communication Lead: Ami Ikanovic

Facilities Manager: Ben Kelly

Documentation Lead: Parth Padmanabhan

Delivery Manager: Zahydee Machado

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
    a. Mondays at 4:30 (face-to-face with a virtual option)
    b. Student Innovation Center
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
    a. Discord between group members
    b. Emails between client and group as well as weekly meeting via Zoom
    c. Documentation on shared Google Drive
3. Decision-making policy (e.g., consensus, majority vote):
    a. Voting based on motions
    b. Unanimously agreed compromises
    c. If changes to Team Contract need to be made, they must be unanimous
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
    a. Meeting minutes will be kept in a Google Document
    b. Minute keeper assigned on Sunday
    c. Minutes should include project ideas, questions, problems, improvements, etc.
    d. Take note of roll call for each meeting

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
    a. Notify team members if meeting will be missed by Sunday unless there is an unexpected emergency
        i. Expected to attend all meetings if able
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
    a. Stay accountable for the work assigned
    b. Continuous work throughout the time approaching the deadline
    c. If a team member cannot meet the deadline, inform the team prior to the deadline
3. Expected level of communication with other team members:
    a. Check the Discord daily
    b. Communicate regularly with team about progress and problems
    c. Respect other team members with differing opinions and ideas
4. Expected level of commitment to team decisions and tasks:
    a. Contribute to decision making and assigned tasks

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
    a. Ami Ikanovic: Facilitator / Connector / Representative
    b. Elizabeth Nelson: Facilitator / Arbitrator / Explorer
    c. Ben Kelly: Arbitrator / Connector / Representative
    d. Zahydee Machado: Gatekeeper / Arbitrator / Explorer
    e. Parth Padmanabhan: Information Provider / Explorer / Facilitator
    f. Scott Fank: Passive Collector / Initiator / Representative
    g. Isaac Littler: Connector
2. Strategies for supporting and guiding the work of all team members:
    a. Open and honest communication
    b. Assigning roles with entire group present
    c. Work as a large group, sub-groups, and individuals
3. Strategies for recognizing the contributions of all team members:
    a. Begin meetings with a discussion of what was done, what is being worked on, and what will be done (Agile style)

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
    a. Ami Ikanovic - Software focused, mainly back end work, data transformation, databases and API's. Client communication and management skills.
    b. Elizabeth Nelson: Software Focused, Visual Design, Website Design, Experience with 3D programs such as Cinema4D, Blender, etc., Frontend Development
    c. Ben Kelly - Software Focused, Visual Design, database management, 3D art & animation (Blender), frontend dev, OOP
    d. Zahydee Machado: Focus on Software, Interactive Media and Design, Game programming (Unity and Unreal), 3D art and animation (Blender), Frontend dev (Angular TS)
    e. Parth Padmanabhan: Software focused, some circuit design experience, experience with Unity for game development (could be used in visualization). Taken classes for embedded systems and computer architecture.
    f. Scott Fank - Hardware focused, circuits, 3D printing/modeling, general embedded systems
    g. Isaac Littler - Software & embedded systems internships, CprE major focusing on software, Godot

2. Strategies for encouraging and support contributions and ideas from all team members:
   a. Encouraging questions, ideas, and criticism by taking note of all ideas for future reference or use
   b. Continuous brainstorming to find alternate solutions
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. First address team member
   b. If not resolved, address among group
   c. If not resolved, address with TA
   d. If not resolved, address with professor

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
   a. Create a collaborative and productive group
   b. Complete design of product and full report
2. Strategies for planning and assigning individual and team work:
   a. Communication of tasks within a taskboard (Trello) and discuss which team members can complete them
3. Strategies for keeping on task:
   a. Standup style meetings
   b. Plan an agenda for following meetings based on meeting minutes
   c. Motioning to vote

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?
   a. Identify the issue and address it as a group
2. What will your team do if the infractions continue?
   a. If the issue persists, discuss with TA or professor

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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) Benjamin Kelly   DATE 9/13/2021
2) Elizabeth Nelson   DATE 9/13/2021
3) Zahydee Machado   DATE 9/13/2021
4) Ami Ikanovic   DATE 9/13/2021
5) Parth Padmanabhan   DATE 9/13/2021
6) Scott Fank   DATE 9/13/2021
7) Isaac Littler   DATE 9/13/2021