

Team Name: **sddec23-18**

Team Members:

- 1) ___ Isaac Plambeck _____ 2) ___ Sam Schaphorst _____
3) ___ Garrett Powell _____ 4) ___ Reece Dodge _____

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
 - Every Monday at 2:30
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
 - Webex
 - Microsoft Teams
3. Decision-making policy (e.g., consensus, majority vote):
 - Make decisions as a group
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
 - Files stored on Microsoft teams

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - Meetings on Mondays are mandatory
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - Each group member is expected to have their work completed by the deadline
3. Expected level of communication with other team members:
 - Participation and contribution in group meetings is encouraged and expected
4. Expected level of commitment to team decisions and tasks:
 - Similar to participation, members are expected to contribute to decision making as well as tasks

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
 - Electrical engineer lead
 - Software engineer lead
 - Overall project lead
 - Quality/testing lead
2. Strategies for supporting and guiding the work of all team members:
 - Check each others work
 - Work together on bigger tasks
3. Strategies for recognizing the contributions of all team members:
 - Give member responsible for contribution credit in final design

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
 - Sam Schaphorst-programming, signal processing
 - Isaac Plambeck-programming, app development, website development
 - Garrett Powell – Programming, Signal Processing
2. Strategies for encouraging and support contributions and ideas from all team members:
 - Present new ideas to group and receive immediate feedback
 - Encourage members to ask other members for help if said member is confused over a task
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?)
 - Discuss as a group how we can revise our working routine in order to increase efficiency

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
 - Have a functioning program capable of image processing and rendering
 - Everyone has at least one “showstopper” idea which involves risk taking and new concepts/ideas
2. Strategies for planning and assigning individual and team work:
 - Assign work that focuses on the group members strengths
 - Check each others work
3. Strategies for keeping on task:
 - Work together on tasks and keep each other accountable
 - Present completed or updated work to group

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?
 - Confrontation with the member that is accused
2. What will your team do if the infractions continue?
 - Get faculty advisor involved

- 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) _____ Sam Schaphorst _____ DATE _____ 2/19/2023 _____
- 2) _____ Reece Dodge _____ DATE _____ 2/19/2023 _____
- 3) _____ Garrett Powell _____ DATE _____ 2/19/2023 _____
- 4) _____ Isaac Plambeck _____ DATE _____ 2/19/2023 _____

- 5) _____ DATE _____
- 6) _____ DATE _____
- 7) _____ DATE _____
- 8) _____ DATE _____