

## **Team Name SDMAY22-32**

### **Team Members:**

1. Joshua Heroldt
2. Bernard Fay
3. Nolan Slimp
4. Asma Gesalla
5. Matthew Medley
6. Indrajeet Roy
7. Siddharth Rana

### **Team Procedures**

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

The current time and location for regular team meetings will be on discord following the TA meeting on Fridays at 1:30-2:00. This time will be allocated to weekly scrum sessions where each team member will give an update on the progress that has been made for the week.

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

Communication updates are to be given in two forms. Primary communication will occur through discord with notifications being sent to all group members when there are events or meetings occurring related to the team. A second method of communication is email, where if anyone has not made contact with the team for an event or meeting an email reminder will be sent out to the specific members of the team who were unresponsive.

3. Decision-making policy (e.g., consensus, majority vote):

Consensus will be the main method of reaching policy decisions within the group. This will be done for all whole-group related topics, while when smaller teams are created for different sections of the project those individual teams will be able to reach decisions by consensus that they think are beneficial for their small group and can bring those decisions to the entire team for discussion if they see fit.

4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):

Notes and important information for ta and faculty meetings will be at the discretion of individuals to make during or following the meetings. However any notes that are made will be compiled and put into the google drive folder so that any team member who was absent from

the meeting will be able to see what they missed. Meeting minutes will be kept by the attendees of the meetings in their notes sheet and the time will be recorded once notes are compiled into the single notes document for said meeting date on google drive.

## **Participation Expectations**

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

All team members are expected to attend and be on time for all meetings unless otherwise specified. If someone is unable to attend, advance notice is preferred, but life happens and we understand that advance notice isn't always possible. Everyone is encouraged to participate in team meetings if there's something you want to say, but no one will be required to speak.

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

Everyone is expected to have their assigned work completed by the predetermined deadline and to the level specified when that work was assigned. Deadlines will be determined prior to assigning work to prevent deadlines from continually being pushed back. In the case issues arise or the assignment requires more work than expected, the assignment will be broken up into smaller assignments and new deadlines will be given for the smaller assignments.

3. Expected level of communication with other team members:

Everyone is expected to communicate when significant issues arise with any assigned work. Regular communication and progress updates are highly encouraged. If someone isn't communicating for an extended period of time, the team will reach out and make sure that everything is going okay. This should be done first through the discord server or through private messaging, and secondarily through the iowa state email.

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

Team members are strongly encouraged to comment on all decisions and tasks. Since roles are being chosen by team members and responsibilities and team decisions are being made by consensus, once a decision has been made the team should be able to fully commit to said decision. The same can be said for tasks that team members are assigned. It is crucial that each team member not only communicate with others about their tasks and if any help is needed, but engage with all tasks that are assigned with their full commitment.

## **Leadership**

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, scrum master, database management, team website manager, main documentor, ect.):

- ❖ Joshua Heroldt
  - Team organization
  - Client interaction
- ❖ Bernard Fay
  - Database management
  - Meeting Scribe
- ❖ Nolan Slimp
  - Scrum Master
- ❖ Asma Gesalla
  - Backend documentor
- ❖ Matthew Medley
  - Team Website Manager
  - Frontend architecture design
- ❖ Indrajeet Roy
  - Frontend documentor
- ❖ Siddharth Rana
  - Individual component design

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

We as the team want to create a strong culture of open communication and the space where anyone can ask questions. Even though roles are being assigned everyone should be free and able to aid anyone else in the group if they are struggling and this is encouraged among team members. Additionally the group will aim to use common coding practices in an effort to mirror industry standards with regards to developing and implementing the project.

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

Each team member will have their contributions recognized through weekly meeting checkups with each group member. This will allow everyone to be on the same page with how the project is progressing and allows each member to share their contributions to the project with everyone else.

## **Collaboration and Inclusion**

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

- Nolan and Matthew have worked on web applications and have skills in React and Angular.
- Josh has worked with real-time web applications that interact with large sets of data
- Bernie and Siddharth have worked with backend development (Spring Boot) and are proficient in designing and implementing algorithms.
- Indrajeet has worked with the android platform and Spring framework, and has internship experience in production android application development.

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

- After standup on Fridays, a discussion will take place to contribute new ideas and keep on track.
- Having all projects be available for everyone to look at
- Having all research and code be in a shared location so that everyone can comment or view it
- Creating channels for specific small groups so that if ideas are needed small group members can collaborate with other team members
- If needed idea brainstorming sessions can be done during normal meeting times following standup so that outside perspectives can be shared

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?)

- If there is a conflict between members, it will be forwarded to the team leader and addressed in standup. There, the team will collaborate and resolve the issue.
- Emails or private messages can be sent to members outside of the student in question's small group and brought up by said outside member if the student in question is not comfortable speaking out themselves

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

1. Team goals for this semester:

- Create a project plan that will be able to be implemented fully by another team without any communication with our initial team.
- Aim to learn and interact with new forms of coding that are more closely related to actual industry work
- Learn how to use new api's and technologies that we have never worked with before

2. Strategies for planning and assigning individual and team work:
  - Split the team up into different small groups so that the project can be chunked up into more manageable sections
  - Having the scrum master create stories so that specific sections of the project become more manageable
  - Make work fall under one specific small group if possible, so that members of that small group can collaborate with each other in order to use their shared skills to attempt to solve the problem
  
3. Strategies for keeping on task:
  - Assign small goals for groups to work on
  - Rotate/decide among small groups who is best suited for what tasks

### **Consequences for Not Adhering to Team Contract**

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

Infractions will be dealt with in a tiered structure. Firstly the student in question will be contacted by the group and a compromise will be attempted to be worked out. If this fails or if the student is unresponsive then the next level of intervention will be to contact our TA in order to issue a stronger warning. Finally if this fails then the professors will be contacted in order to issue a punishment to the student in question.

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

If infractions become a common occurrence each infraction will be clearly documented as to leave no doubt that the student in question has broken the rules of this document. These infractions will be compiled and presented to the student in question along with the TA and professor being contacted to request for aid in resolving the issue. This will only occur if infractions become a common occurrence and the team has been unable to resolve the issues with the member in question.

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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.*

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|-------------------------|----------------|
| 1) Joshua Heroldt       | DATE 9/19/2021 |
| 2) Nolan Slimp          | DATE 9/19/2021 |
| 3) Bernard Fay          | DATE 9/19/2021 |
| 4) Indrajeet Aditya Roy | DATE 9/19/2021 |
| 5) Siddharth Rana       | DATE 9/19/2021 |
| 6) Matthew Medley       | DATE 9/19/2021 |
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