

## Team Name: Race of Doom - Cyber Security

### Team Members:

- 1) Andrew Kraft
- 2) Gavin Petrak
- 3) Jack Doe
- 4) Jacob Nedder
- 5) Peter Wissman

### Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:  
**Wednesdays at 2 PM in Coover 1301 (Senior Design Lab).**
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):  
**Weekly meetings face-to-face, Discord for remote communication, Gitlab for file sharing.**
3. Decision-making policy (e.g., consensus, majority vote):  
**All members will attempt to reach a consensus until a majority vote is necessary.**
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):  
**A Google Doc will be shared for each meeting to allow each member to enter their notes.**

### Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:  
**All members are expected to be at all meetings unless all members are aware of a conflict. Showing up on time and being ready to communicate with one another is a requirement for a meaningful meeting.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:  
**Every member should work throughout the week, splitting up their work to consistently meet deadlines and provide work for the team. If an issue arises and the timeline must be extended, that member should be open about their issues with the entire team to properly adjust that expectation.**
3. Expected level of communication with other team members:  
**Members should check their email and/or Discord at least once a day to see if any assistance or action is necessary.**
4. Expected level of commitment to team decisions and tasks:  
**When deciding on tasks and issues as a team, each member should have input as to what the deadline and quality of work should be for that item. Expectations should be stated when a new task arises.**

## Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):  
Andrew Kraft - Testing, Circuit Design  
Gavin Petrak - Team Organization  
Jack Doe - Project Manager  
Jacob Nedder - Testing, Team Coordination  
Peter Wissman - Client Interaction
2. Strategies for supporting and guiding the work of all team members:  
In weekly meetings, each member will have time to voice what they are working on, if any impediments are present, and give their game plan for the work they will be doing the following week. Discord will allow an instant method of reaching out if there are any concerns.
3. Strategies for recognizing the contributions of all team members:  
Issues will be assigned to the member who is working on that part and successes will be shared during weekly meetings to recognize those who have made progress.

## Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.  
Andrew Kraft - Power Systems, Circuit Design, Electrical and Physical Schematics  
Gavin Petrak - Java, C, Embedded Systems Programming  
Jack Doe - Java, C, HTML, CSS, Javascript, Python, SQL, etc  
Jacob Nedder - Python, Information and Software security  
Peter Wissman - Java, C, Embedded Systems
2. Strategies for encouraging and support contributions and ideas from all team members:  
  
Communication and being open to new ideas is integral for a good team. As a team, we will speak up and ask questions about the project as it sparks discussion and will create a better final product. We will also be looking to go outside our comfort zone and learn more about the different skills we aren't the best at.
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?)  
  
Issues may be brought up either during weekly team meetings or through the Discord group chat depending on both the severity and the time sensitivity of the issue. If an issue of inclusion arises, the whole team will engage to ensure proper adjustments to workload and assigned tasks are complete.

## Goal-Setting, Planning, and Execution

1. Team goals for this semester: **Present a working final product for senior design**
2. Strategies for planning and assigning individual and team work: **weekly meetings and checkups**
3. Strategies for keeping on task: **Holding eachother accountable and weekly meetings**

## Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?  
**Initial infractions will result in warnings from the team. Failure to complete work within the allotted deadlines will result in another team member being brought into the task to help ensure the work is brought up to standard and to assist in reducing the delay to project completion.**
2. What will your team do if the infractions continue?  
**Once three infractions on the same issue have occurred, the team will bring up the problems at the weekly TA meeting to reach a consensus as a group.**

\*\*\*\*\*

- 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) Andrew Kraft DATE 9/10/2023  
2) Jacob Nedder DATE 9/10/2023  
3) Jack Doe DATE 9/10/23  
4) Peter Wissman DATE: 9/10/23  
5) Gavin Petrak DATE 9/10/23