

Team Name

sddec23-01

Team Members

- 1) Kyle Goben
- 2) Phuoc (Johnny) Nguyen
- 3) Kiara Sta Maria
- 4) Omar Muhammetkulyyev

Team Procedure

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
 - a. Tuesdays after class face-to-face
 - i. Alternating between client meetings and regular meetings
 - b. Our advisor meeting is every other Wednesday at 1 pm
 - c. We will also meet after both our advisor and client meetings for a brief time
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
 - a. Discord
 - b. Email for client and advisor communication
 - c. Face-to-face for most meetings
 - d. Online discord meetings when needed
3. Decision-making policy (e.g., consensus, majority vote):
 - a. *Establish Clear Goals and Objectives.* Before making any decisions, the team should establish clear goals and objectives for the project. This will help guide decision-making and ensure that decisions align with the project goals.
 - b. *Use Data-Driven Approaches.* The team should use data-driven approaches to support their decision-making. This includes gathering and analyzing relevant data, such as client/advisor feedback and project progress, to inform decisions.
 - c. *Encourage Open Communication.* The team should encourage open communication and feedback from all members. Each team member should have an opportunity to share their ideas and perspectives, and all team members should be encouraged to ask questions and provide constructive feedback.
 - d. *Implement Consensus Decision-Making.* When making decisions that impact the entire team, use a consensus decision-making process. This involves reaching an agreement that everyone can support rather than a simple majority rule.
 - e. *Consider the Risks.* Before making any decision, the team should consider the potential risks and benefits. The team should carefully weigh the risks and benefits of each decision and determine if the potential benefits outweigh the potential risks.
 - f. *Document Decision.* Document all decisions made by the team, including the reasons behind them. This will help ensure that decisions are transparent and can be reviewed and revised.

4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
 - a. The team will save meeting notes in a Google doc in our drive folder.
 - b. The team website will update all completed documents, notes, and work weekly.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - a. All team members will attend meetings on time to the best of their ability
 - b. If an absence occurs, it should be communicated to the team with notice
 - c. All team members will voice their opinions and contribute in all meetings with the team, advisor, and client.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - a. Team members should plan their work carefully and prioritize tasks based on importance and deadline.
3. Expected level of communication with other team members:
 - a. Team members should communicate with each other regularly to ensure that everyone is aware of project status, upcoming deadlines, and any issues or obstacles that may impact the project timeline.
 - b. If a team member encounters an issue or obstacle that may impact the project timeline, they should proactively address it and communicate it to the team.
4. Expected level of commitment to team decisions and tasks:
 - a. Team members should take ownership of their assigned tasks and be accountable for their work. This includes ensuring that work is completed on time and to the best of their abilities.
 - b. Team members should collaborate and support their colleagues as needed. This may include helping to troubleshoot issues, providing feedback and suggestions, and working together to overcome obstacles.

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
 - a. Kyle: Team Lead, Client and Advisor Interaction, Project Organization
 - b. Kiara Sta Maria - Individual Component Design
 - c. Phuoc (Johnny) Nguyen - Documentation Lead
 - d. Omar Muhammetkulyyev - Testing Lead
2. Strategies for supporting and guiding the work of all team members:
 - a. Provide clear instructions and expectations for the project to ensure everyone is on the same page. This includes clearly defining each team member's roles and responsibilities, project goals and objectives, and project scope.

- b. Schedule regular check-ins and meetings to discuss project progress, upcoming deadlines, and any issues or obstacles that may arise.
 - c. Encourage collaboration and communication among team members by providing opportunities for team members to work together and share ideas.
 - d. Provide team members with the resources and support they need to complete their work successfully.
3. Strategies for recognizing the contributions of all team members:
 - a. Recognize and reward team members for their hard work and successes throughout the project through verbal recognition or team celebrations.

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
 - a. Kyle:
 - i. Front and backend dev experience
 - ii. React/docker experience
 - iii. Ability to learn and adapt on the fly to new situations and challenges
 - iv. Excellent communication skills to communicate with advisor and client
 - b. Omar:
 - i. Back-end experience with NodeJS
 - ii. Familiar with both MySQL and MongoDB
 - iii. Moderate algorithmic background
 - c. Johnny:
 - i. Frontend and backend experience
 - ii. Familiar with both SQL and No-SQL Database
 - iii. Ability to work under high pressure
 - d. Kiara:
 - i. Frontend experience with HTML and JavaScript
 - ii. Backend experience with Java and SQL
 - iii. Ability to work with component design and documentation
2. Strategies for encouraging and supporting contributions and ideas from all team members:
 - a. Create a safe and supportive environment that encourages open communication, active listening, and constructive feedback.
 - b. Encourage all team members to actively participate in team meetings and discussions.
 - c. Set clear expectations for team members regarding their roles and responsibilities, and communicate the importance of each member's contributions to the project's success.
 - d. Provide opportunities for team members to collaborate and work together on tasks and projects.
 - e. Celebrate successes and accomplishments throughout the project, and recognize the contributions of all team members.

3. Procedures for identifying and resolving collaboration or inclusion issues (e.g., how will a team member inform the team that the team environment obstructs their opportunity or ability to contribute?)
 - a. Schedule regular check-ins and meetings to discuss project progress, upcoming deadlines, and any issues or obstacles that may arise.
 - b. Encourage clear and open communication among team members.
 - c. Develop a conflict resolution process to identify the issue, gather information from all parties involved, and collaboratively work towards a resolution.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
 - a. Be overall nice to each other and uphold the team's integrity
 - b. Deliver a decent design document at the end of the term that satisfies both the client and our advisor
 - c. Get experience with big cloud providers like AWS or GCP
 - d. Meet deadlines for team assignments with ample time
2. Strategies for planning and assigning individual and teamwork:
 - a. Clearly define each team member's roles and responsibilities.
 - b. Assess each team member's skills and abilities to determine the best way to assign tasks.
 - c. Encourage collaboration among team members by assigning tasks that require multiple team members to work together.
 - d. Establish clear deadlines for each task and ensure that everyone understands the importance of meeting these deadlines.
 - e. Monitor project progress regularly and adjust assignments as necessary.
3. Strategies for keeping on task:
 - a. Identify and prioritize tasks based on their importance and urgency.
 - b. Develop a detailed schedule that outlines when tasks need to be completed.
 - c. Schedule regular check-ins with team members to discuss progress and address any issues or concerns that may arise.
 - d. Minimize distractions by establishing an effective working environment.

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 infraction and determine the severity of the issue.
 - b. Discuss the infraction with the team member(s) involved.
 - c. Take action to address the issue.
 - d. Follow up with the team member(s) to ensure that the issue has been resolved.
2. What will your team do if the infractions continue?

