Team Charter

Team Name:

GGRZ

Team Logo:

A grizzly bear with our last name initials.

Biographies and Member Introductions:

1. **Jacob Garn**

   - **Role:** Lead Architect
   - **Background:** As a software engineer for almost a year. I got my undergrad from BYU in computer engineering.
   - **Responsibilities:** Oversee the design and development of the project. Attempt to identify blockers or constraints in the design that could potentially delay the project.
   - **Location:** Salt Lake City, Utah

2. **Onur Guvener**

   - **Role:** Lead Tester & SQA Engineer
   - **Background:** As the President and CTO at Numeric Engineering, he specializes in sensor instrumentation, data acquisition, and HMI design. His role involves extensive programming and coordinating with various tech teams, enriching the practical understanding of technology.
   - **Responsibilities:** As the lead tester and the SQA engineer, overseeing all testing activities, designing test strategies, and ensuring they align with project requirements. In addition, monitoring the entire development process to maintain quality standards, identifying, and addressing any deviations. Collaborating with developers and managers, my primary goal is to ensure the delivered software meets quality benchmarks.
   - **Location:** Houston, Texas

3. **Fabricio Rua-Sanchez**

   - **Role:** Lead Programmer

- **Background:** Fabricio got his bachelor's in computer science at Carleton College and is currently working as a full-stack developer for Freddie Mac. In his role he participates in modernizing APIs within an Agile development cycle. Currently he is pursuing an MS in Computer Science at John Hopkins University.
- **Responsibilities:** Oversee the development of code for the project by ensuring that team sets reasonable goals and meets requirements outlined in planning. Finalizes code for optimization and ensures that code aligns with clean code guidelines.
- **Location:** D.C.

4. **Bohan Zhang**

- **Role:** Project manager
- **Background:** Achieved a mathematics B.S. degree from UCSD, previously served as a Financial Analyst at the Bank of Communication in San Francisco and ShengJi Investment in China. While new to the world of computer science, he's familiarized himself with basic Python, Java, and ReactJS. Eager to learn and contribute, Bohan hopes to gradually transition into a more tech-centric role within our team.
- **Responsibilities:** Oversee the development process, ensure that all milestones and deliverables align with the project timeline. I will coordinate cross-functional teams, manage risks, allocate resources, and maintain consistent communication with stakeholders, ensuring the project adheres to quality standards and meets user expectations.
- **Location:** Los Angeles

Team Structure and Member Roles & Responsibilities:
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- **Editor for Deliverables:** Bohan Zhang
- **Presentations:** All team members will open and conclude, with each member showcasing their specific domain

Team Communication Processes:

1. **Weekly Meeting Coordination**:
   - At the beginning of each week, team members will use when2meet.com to indicate their availability for the weekend.
   - The consolidated best time for the team meeting will be decided and communicated via the JHU Canvas group email on Thursday night, ensuring everyone's availability.

2. **Platform for General Communication:**
   - **Microsoft Teams:** All discussions, brainstorming, sharing of ideas, and raising questions should be done via our dedicated channel on Microsoft Teams. This ensures timely feedback and allows for an organized record of conversations. All team members are expected to check the Teams regularly and contribute to discussions.
   - **GitHub:** Our primary tool for code sharing, version control, and component storage. All coding activity, including pushes, pulls, commits, and code reviews, will be executed on our GitHub repository. Consistent and descriptive commitment messages are crucial to ensure clarity for all team members.

3. **Formal Communication:**
   - JHU Canvas Group Email: For formal communications, significant announcements, finalized meeting schedules, and deliverables' final reviews, we will utilize the JHU Canvas group email. This channel is reserved for official messages to ensure they are not lost in the regular flow of discussions. All team members are advised to check their JHU Canvas email frequently and prioritize these communications.

4. **Urgent Communications:** Daily Teams messages

5. **Documentation and File Sharing:** Any documents, spreadsheets, or presentations related to the project can be uploaded to a shared folder on Microsoft OneDrive, which will be linked to our Microsoft Teams for easy access.

Conflict Resolution Processes and Participation:

1. **Decision Making:** Major decisions will be finalized with a team vote. Domain-specific decisions lie with the respective domain lead.
2. **Conflict Resolution:** Initial approach will center on open discussion. Jacob Garn, as the Lead Architect, will step in for mediation if no resolution emerges. Persisting issues will be decided upon through team voting.
3. **Participation:** Consistent participation from all members is paramount. A member's lack of active involvement for over 2 weeks without valid reasons will necessitate a team review regarding their continued role.

Acknowledgment:

By signing below, all GGRZ team members agree to and accept the terms detailed in this charter.
- **Jacob Garn**
- **Onur Guvener**
- **Fabricio Rua-Sanchez**
- **Bohan Zhang**