

**Group #34**

Jacob Collier  
Ashwyn VanPelt  
Trevor Murphy  
Robert Yelas  
Dustin Lear  
Nolan Nichols

# Team Protocols

Topic	Protocol	Standard
Meeting	Absences	Team meeting attendance is required. If a team member announces that they will be absent from a team meeting, within a reasonable time frame and for a good reason, the absence will be excused.
Meetings	In-person meetings	We shall follow OHA and OSU guidelines when meeting in person.
Communication	Discord Communication	<p>Discord will be used for all team communication unless a team member(s) cannot be reached. In this case, we shall communicate via mobile phone. Our team will respond to each other within a reasonable time frame (a couple hours during the day).</p> <p>The Jacob Clause: During Holidays, this expected time of response is extended to 36 hours</p>
Communication	General Communication Etiquette	Phone communication should be limited to 9am-10pm, outside of an emergency. Every member should be treated with respect regardless of circumstances.
Communication	Interteam Sub-Group Communications	When determining email communications with project partner and/or instructors, it should be agreed upon by at least $\frac{2}{3}$ majority of the combined teams. General communication between the sub-groups will be open for discussion between the two.
Documentation	Coding	Coding should have sufficient comments such that an outside observer can tell what the code does. When appropriate, variables and functions should be descriptively named, or when not possible, the variables should be referenced in extended documentation.

Documentation	Weekly Meeting Notes	Meeting notes should be taken by a volunteer or a rotation determined alphabetically by first name. Meeting notes will be posted either as a message in the 'meeting-notes' Discord chat or as a document link in that same chat. The document should be uploaded to the google drive. Meeting notes should include a summary of points discussed and a full attendance.
Documentation	Team Google Drive	All documents should be uploaded to the team google drive within a reasonable timeframe. When possible, documentation (Google Docs, Google Sheets, etc) should be hosted natively on Google Docs to allow collaboration.
Task management	Asana	We will manage our task delegation by utilizing Asana. We will delegate tasks as well as due dates through our team meetings and update our task management board.
Version Control	Github	We will use Github for our software development and version control. Commit messages should be meaningful and concise. Team members will then review each commit to review our code.

## Project Partner Communication Analysis

Project Partners' interest in the project and main role(s):

- They are very interested in the project and the potential outcome of the results that can be achieved from this project. They are going to both be an adviser and a resource for the team to use.

Project Partners' profession/company:

- Chip Designer for Hewlett Packard.

Main types of information the Project Partners will want to know and why:

- Current status of the project: any advances made, any struggles, or anything that we may need from the Project Partner.

Project Partners' level of technical knowledge and terminology related to your project:

- The project partners' level of technical knowledge is limited due to only being a couple years older than us.

Preferred format and frequency for communication of various types of information:

- Meet every couple weeks for the first term and communication via email or text. We will be meeting more frequently during winter term via Zoom as our project progresses.

Others who your Project Partners may show various types of communications to including their levels of technical knowledge:

- There is no one else at this time.