# Team Contract (template)

## Section 1: Team Name and Mission

* What is your team name?
  + - Ping Intelligence
* What is the mission of your team in 1-2 sentences?
  + - To use ESP-32 based boards with LoRa communication to create a mesh network that will transmit data about a lake to an on-land server. This is in combination with the use of Doug Park’s stateless LoRa networking algorithm and pre-existing prototypes of ESP-32 nodes.

## Section 2: Membership

* Who are the team members?
  + - Luke Ryssel, Ronald Keating, and Nate Osterberg
* What consultants/mentors/instructional staff are associated with this team?
  + - Bruce Bolden and Dr. John Shovic

## Section 3: Roles and Responsibilities

* Who will be in charge of your budget?
  + - Luke
* Who will be the primary client contact?
  + - Nate
* Who will organize team meetings?
  + - Ronnie
* Who will be in charge of keeping team documentation?
  + - Luke (since he is in charge of budget)
* What other roles are critical to team success?
  + - Testing
    - Hardware acquisition
    - Contact with client (Zoom or in person)
    - Roles for documentation and clarifying intellectual property.
* How will roles be selected/assigned?
  + - Roles based on location
    - Assign different parts of programming with team members to avoid working on the same topic
* What are the key responsibilities associated with each role?
  + - Organization for documentation
    - Completing tasks in a timely manner

## Section 4: Team Relationships

* Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
* Members will treat each other respectively and how they would like to be treated.
* Members will NOT avoid working on project.

## Section 5: Joint Work

### 5a. Purposes of Joint Work

* Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
* Members will communicate frequently about project topics and issues
* Members will NOT work on project or make decisions without notifying other member.

### 5b. Team Meetings

* Team meetings are an important example of working together.
* Where and when will the team meet?
  + - Members will meet currently on Thursdays prior to 2:30 or Tues-Fri after 7:30. Weekends are also a possibility in the case of more work needed for the week.
* What components are required in team meeting agendas?
  + - Overview of budget and documentation for the week and a goal to achieve during the meeting.
    - Update on each person’s progress
* How will meeting minutes be taken/circulated?
  + - Minutes will be logged in a logbook, while also taking notes on members ideas and progress.

## Section 6: Individual Work

* Team members are expected to work alone in many cases to complete work important to the team.
* How will work assignments be made?
  + - Team members will share assignments based on individual expertise and on who has time during the week to complete tasks.
* How will quality expectations be established and verified?
  + - Work closely with client to meet expectations and hold all team members reliable on putting in work on the project.
* How will due dates be established and verified?
  + - Every meeting, we will create a list of what needs to be created before the next meeting. We will still also be following the schedule on the capstone website to meet due date requirements.
* How will status of work in progress be communicated?
  + - Discord and Zoom

## Section 7: Documentation and Communication

* The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
* What individual documentation will be kept?
  + - Logbooks, code comments, README files
* What team documentation will be kept?
  + - Working code, meeting minutes, discussions and ideas
    - Code comments and README may be created by both members during paired programming.
* What is the process for communicating with other team members?
  + - Weekly meetings
    - Discord at any random time
    - Commenting in code files
* What is the process of communicating with your client/outside stakeholders?
  + - Email, Zoom, potentially in person (Den)

## Section 8: Conflict Resolution

* The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
* What process will be used to address conflicts?
  + - Issues will be brought up during team meetings. If resolutions cannot be made, we will contact the team instructor to mediate these issues.
* How will team dynamics be communicated to instructors/mentors?
  + - Through Zoom meetings with both team members and instructor to communicate on the given issue.

## Section 9: Amendments

* Where will this team contract be kept?
  + - On Ronald’s personal computer and GitHub
* How often will the contract be reviewed?
  + - Contract will be reviewed at any time if conflict arises.
* How can the contract be amended?
  + - Contract can be amended if all members agree or if they do not agree, the instructor will make the final decision.

## Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

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| **Name** | **Signature** | **Date** |
| Ronald Keating | Ronald Keating | 9-14-2020 |
| Luke Ryssel | Luke Ryssel | 9-14-2020 |
| Nate Osterberg | Nate Osterberg | 9-14-2020 |
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