



Operation RM  
Northern Arizona  
University  
Flagstaff, AZ

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## **Team Standards**

**October 06, 2023**

**Operation RM**

**Client:**

General Dynamics Mission Systems

**Mentor:**

Italo Santos

**Team Members:**

William Rogers

Isaac Faulkner

Andrew Milizia

Nicholas Henderson

## **Overview:**

This team standards document is used for the purpose of establishing a set of rules, expectations, and standards for both the team and its individual members in order to allow for the efficient and effective collaboration of the team.

## Purpose

**[A.1]** The purpose of this document is to establish a set of standards among the team members of the NAU Capstone Team 12. In order to facilitate the efficient and effective collaboration of the team this document is developed. In no way does this document provide any sort of legal obligation outside of the confines of the CS 476 Capstone class at Northern Arizona University.

## Parties

**[P.1]** This document henceforth referred to as the “team standards document” serves as an agreement between each of the following parties:

William Rogers

Isaac Faulkner

Andrew Milizia

Nicholas Henderson

**[P.2]** This document makes reference to the following parties, but it does not impose any obligations or standards upon them in any manner:

The team mentor

The CS Capstone Facilitator

General Dynamics Mission Systems

Northern Arizona University

## Definitions

The subsequent definitions shall be employed consistently and throughout the entirety of this document:

**[D.1]** Team standards document – “Team standards document”, or “standards document” shall refer to this document

**[D.2]** Team member – A “team member”, “group member, or “member” shall refer to any party listed in section P.1

**[D.3]** Capstone – “Capstone”, “Computer Science Capstone”, or “CS Capstone” shall refer to the Computer Science Capstone project at Northern Arizona University

**[D.4]** Capstone Team 12 – “Capstone Team 12”, “Capstone Team 12 group”, “NAU Capstone Team 12”, or “Team 12” shall refer to the group consisting of the team members described in section P.1

**[D.5]** Operation RM – “Operation RM”, “RM”, “team”, “group” or any other name assigned following the procedure detailed in section T.1, shall refer to the Capstone Team 12 group. Any change to such name shall be used as a valid substitute for any use of this term in the team standards document

**[D.6]** Team leader – The “team leader”, “leader”, or “team lead” refers to the managing member of Operation RM whose authority is dictated by section R.1

**[D.7]** General Dynamics Mission Systems – “General Dynamics Mission Systems”, “General Dynamics”, “GDMS”, “GD”, or “the client” shall refer to the client General Dynamics Mission Systems Inc., a Delaware corporation, located at 8201 E. Mc Dowell Road, Scottsdale, Arizona 85257

**[D.8]** Non-disclosure agreement – The “non-disclosure agreement”, or “NDA” shall refer to the agreement of non-disclosure signed by each group member at the request of General Dynamics Mission Systems

**[D.9]** CS Capstone Facilitator – The “CS Capstone Facilitator”, “Capstone Facilitator”, “CS 476 Professor”, “476 Professor”, or “Professor” shall refer to the Computer Science professor at Northern Arizona University facilitating the Capstone requirements or any delegate described in writing by Northern Arizona University

**[D.10]** Team mentor – The “team mentor”, “group mentor”, or “mentor” shall refer to the mentor assigned by the CS Capstone Facilitator to assist the group in completing the Capstone

**[D.11]** Dysfunctional Teammate Policy – Refers to the provided document “CS Capstone: Policy and Process for managing non-performing team members”

## Terms and Conditions

**[T.1]** By agreeing to be listed as a party described in section P.1, and by placing your signature or digital signature at the end of this document, you agree to the following:

**[T.1.1]** To be bound to all terms set forth in this document for the duration of the Capstone, but not to any legal obligation outside of the confines of the Capstone

**[T.1.2]** To be bound to any terms set forth in the NDA

**[T.1.3]** All terms set forth in this document regarding procedure, standards, and expectations

**[T.2]** Punitive or consequential measures

Any action giving rise to punitive or consequential measures delineated herein, encompassing, though not restricted to, the provisions articulated in Sections DR.1 through DR.3, shall be subject to the complete extent of the measures detailed therein.

A team member, who is the subject of said measures, shall refrain from lodging complaints, engaging in harassment, or initiating protests concerning such actions with the CS Capstone Facilitator or any comparable Northern Arizona University professional, unless the conditions stipulated in Section GP.1 are met.

## Permanent Roles and Responsibilities

### **Team Leader**

**[R.1]** The team leader will have the following roles and responsibilities:

**[R.1.1]** Communicate with the team members in a timely and respectful manner

**[R.1.2]** Act as the primary representative for the group for formal communications with the mentor, CS Capstone Facilitator, and the client

**[R.1.3]** Submit the task tracker to the mentor prior to each mentor meeting as described in section MM.2.

**[R.1.4]** Ensure all team members are completing tasks in an efficient, timely, and quality-driven manner

**[R.1.5]** Notify team members of any upcoming due dates and tasks

**[R.1.6]** Submit all deliverables and requested information for the team to the mentor or Capstone Facilitator

**[R.1.7]** Authority to set and change the meeting time/date and the meeting location each week. This should be done with the approval of all other group members.

**[R.1.8]** Act as the host for all weekly team meetings following the procedure described in sections TM.1-7

**[R.1.9]** Attempt to resolve any disagreements amongst team members pursuant to section AP.1

**[R.1.10]** Have the authority to resolve decisions in which the vote is 50/50 pursuant to section DC.3

**[R.1.11]** Assign specific team members tasks

### **Team Member**

**[R.2]** Every team member has the following roles and responsibilities:

**[R.2.1]** Has the ability to schedule additional meetings during the week with one or more team members, subject to the limitations and procedure described in section TM.8

**[R.2.2]** Is expected to follow all expectations listed in sections E.1-9

## Communications

## **With the client**

**[C.1]** All written communications with the client shall be conducted through the team leader with the following exceptions:

**[C.1.1]** The team leader, mentor, or CS Capstone Facilitator directs another team member to contact the client.

**[C.1.2]** The team leader is unresponsive to messages for more than 48 hours and all other team members deem it necessary for the client to receive expedited communication.

**[C.1.3]** A team member receives a personal email or message from the client directing them to respond with confidential information. The team member will then notify the team lead of the request before responding.

**[C.2]** All written communications with the client shall remain professional and through an NAU or GDMS email address pursuant to S.1

**[C.3]** Verbal and non-formal communications shall not be restricted with the client provided such communications occur either in a pre-scheduled meeting with the other team members or if the client initiated such contact with a team member.

## **With the mentor**

**[C.4]** Most written communications with the mentor shall be conducted through the team leader for cases such as:

**[C.4.1]** Submitting the weekly task tracker. The weekly task tracker shall conform to the standards set forth in MM.2

**[C.4.2]** Requesting an additional meeting to resolve issues that may arise

**[C.4.3]** Rescheduling of a meeting

**[C.4.4]** Providing requested information or deliverables from the group

**[C.4.5]** Formal memo pursuant to section the Dysfunctional Teammate Policy

**[C.5]** Any team member may conduct written communication with the mentor for such cases including but not limited to:

**[C.5.1]** Personal issues with the team leader pursuant to section AP.2

**[C.5.2]** Asking clarifying questions regarding the Capstone

**[C.5.3]** Responding to questions directed at the individual team member

**[C.6]** Verbal and non-formal communications shall not be restricted with the mentor in any way.

## **With the CS Capstone Facilitator**

**[C.7]** All written communications with the CS Capstone Facilitator shall be conducted through the team leader for cases such as:

**[C.7.1]** Submitting deliverables

**[C.7.2]** Any formal contact on behalf of the team

**[C.7.3]** Formal memo pursuant to section Dysfunctional Teammate Policy

**[C.8]** Any team member may conduct written communication with the CS Capstone Facilitator for such cases including but not limited to:

**[C.8.1]** Issues relating to the class that do not affect Operation RM

**[C.8.2]** Asking clarifying questions regarding the Capstone

**[C.8.3]** Responding to questions directed at the individual team member

**[C.8.4]** Resolving personal issues with a team member pursuant to section AP.2

**[C.9]** Verbal and non-formal communications shall not be restricted with the CS Capstone Facilitator in any way.

## **Mediums**

**[C.10]** Informal and formal written communications amongst group members shall be conducted through the group “Discord” server or email

**[C.11]** Informal written communication between group members and the client shall be conducted through “Slack”

**[C.12]** Informal written communications amongst group members through other mediums such as “Snapchat”, instant message, or similar shall be permitted, however there shall be no expectation of any group member to respond.

**[C.13]** Formal video communication with the client shall be conducted through “Skype” or any medium that the client decides

**[C.14]** Online meetings with group members shall be conducted through “Discord” unless otherwise agreed upon by all team members

## **Document Standards**

**[S.1]** Emails sent to the client, mentor, or CS Capstone Facilitator shall adhere to the following standards:

**[S.1.1]** Be sent from a NAU or GDMS email address

- [S.1.2]** Remain professional and include a greeting
  - [S.1.3]** Use a font specified by section S.3
  - [S.1.4]** Copy (CC) all relevant parties to the email
- [S.2]** Deliverables shall adhere to the following standards:
  - [S.2.1]** Contain a cover page pursuant to section S.4.
  - [S.2.2]** Use a font specified by section S.3
  - [S.2.3]** The cover page shall adhere to standards set forth in section S.4
- [S.3]** The font of any written communication must adhere to the following standards:
  - [S.3.1]** Be a legible and readable font
  - [S.3.2]** Such fonts approved for legibility include, but are not limited to: Aptos, Times New Roman, Calibri, Arial
  - [S.3.3]** If a font is deemed illegible by one or more team members, the font shall not be used for any written communication henceforth
  - [S.3.4]** Be of consistent size and weight for respective hierarchy levels
- [S.4]** The cover page of any document shall adhere to the following standards:
  - [S.4.1]** Adhere to the font requirements set forth in section S.3
  - [S.4.2]** Contain the official Operation RM letterhead
  - [S.4.3]** In the center of the page, contain the document title, followed by the date, followed by the team name, followed by the client name, followed by the mentor name, followed by a list of team members
  - [S.4.4]** Contain a section titled “Overview” at the bottom of the page detailing an abstract of the document

## Changes to the Team Standards Document

- [T.1]** Any and all changes to this team standards document will follow the following procedure:
  - [T.1.1]** First, one or more team members will propose a change to the document through a medium specified in C.10
  - [T.1.2]** The team leader will create an anonymous poll and send it to all group members with the proposed change

**[T.1.3]** The team leader will review the results of the poll. If three team members approve the change, the process continues. Otherwise, no change is made.

**[T.1.4]** The proposed change will be added to the standards document by the team leader or delegate

**[T.1.5]** A copy of the revised standards document shall be distributed to all team members with the changes highlighted

**[T.1.6]** After distribution, the changes go into effect immediately

**[T.2]** By concurring with the stipulations delineated herein, each party hereby consents to the susceptibility of this document to any and all alterations ensuing from Section T.1. In the event that said modifications receive endorsement pursuant to Section T.1.3, there shall be no grounds for contention regarding the said changes.

### Changes to the Team Name or Logo

**[TN.1]** The team name can be changed with unanimous approval from the group members. This will follow the process detailed in section T.1 to draft a change to this document with the new proposed team name. However, section T.1.3 will require unanimous consent. If such change is approved, a formal email will be sent to the CS Capstone Facilitator detailing the name change and the reason for such change.

**[TN.2]** The team logo can be changed with unanimous approval from the group members. If unanimous consent is reached by group members, a formal email will be sent to the CS Capstone Facilitator detailing the logo change and the reason for such change.

**[TN.3]** Changing the team name or logo shall be subject to any limitations or restrictions set forth by Northern Arizona University or the CS Capstone Facilitator

### Expectations of Team Members

**[E.1]** All team members must miss no more than 3 weekly team meeting and no more than 3 weekly mentor meetings unless such team member meets the extenuating circumstances provision EC.4 or section TM.8

**[E.2]** All team members must complete assigned tasks

**[E.3]** All team members must not enter into arguments with other team members that go beyond civility as described in section AP.1

**[E.4]** All team members must meet the expectations of the CS Capstone Facilitator and the other group members in terms of quality of work



**[E.5]** All team members must submit their tasks with ample time for other team members to use their work as described in section TS.5

**[E.6]** All team members must show up on time to weekly mentor and team meetings

**[E.7]** All team members must communicate important information with other team members

**[E.8]** All team members should ask for help when struggling with an assigned task

**[E.9]** All team members are expected to respond in a timely manner (within 24 hours) to other team members unless meeting the extenuating circumstances provision EC.4

## Disciplinary and Remedial Procedure

**[DR.1]** All violations of sections E.1-6 shall be subject to this procedure

**[DR.2]** In the event of a violation pursuant to DR.1, the following shall occur:

**[DR.2.1]** The team leader will provide a formal written notice to the offending member detailing the specific section such member violated including a copy of this document. The team member is expected to conduct remedial action to prevent further violations. If such team member corrects the behavior, no further action will be taken nor will any negative impact occur to the team member.

**[DR.2.2]** If after the steps are taken in DR.2.1 the behavior occurs, the team leader will schedule a personal meeting with the offending member to discuss remedial action. If such team member corrects the behavior, no further action will be taken, however any further offenses shall be escalated to DR.2.2 without the need for DR.2.1

**[DR.2.3]** If step DR.2.2 fails to correct the behavior, a formal memo will be written to the offending member pursuant to the Dysfunctional Teammate Policy notifying the mentor and CS Capstone Facilitator. If such team member corrects the behavior, no further action will be taken, however any further offenses shall be escalated to DR.2.3 without the need for DR.2.1 or DR.2.2

**[DR.2.4]** If the team member fails to correct their behavior after DR.2.1-3 are enacted, the team member shall be subject to the full extent of the procedure outlined in the Dysfunctional Teammate Policy

**[DR.3]** The process detailed in section DR.2 shall be enacted when two team members agree that such action is warranted, and the team leader shall start the process. If the team leader is the offending member, the mentor shall conduct the process.

## Arguments and Personal Issues

**[AP.1]** No team members shall engage in disputes or disagreements with the mentor, CS Capstone Facilitator, or any other team member that surpasses the bounds of civility and professionalism. In the event that such conduct transpires, the subsequent procedure shall be invoked:

**[AP.1.1]** The team leader shall meet with the offending member or members to attempt a resolution

**[AP.1.2]** If AP.1.1 fails, the team members shall meet with the mentor to attempt a resolution.

**[AP.1.3]** If AP.1.2 fails, the CS Capstone Facilitator shall be notified and attempt resolution.

**[AP.1.4]** If AP.1.3 fails, all disciplinary procedures detailed in the Dysfunctional Teammate Policy shall be applicable

**[AP.2]** Any argument or personal issue between the team lead and another team member shall be directed towards the mentor. If the mentor is unable to resolve the issue, the CS Capstone Facilitator shall be notified.

### Internal Reviews

**[I.1]** Internal reviews shall be conducted through a continuously open anonymous survey that the team lead shall provide.

**[I.2]** New feedback to the survey described in section I.1 shall be addressed in the next weekly team meeting by the team lead

### Extenuating Circumstances

**[EC.1]** Extenuating circumstances shall refer to any valid and approved reason for being unable to interact with the team

**[EC.2]** Extenuating circumstances that do not require prior approval:

**[EC.2.1]** Illness or physical injury

**[EC.2.2]** To care for the team member's own mental well-being

**[EC.2.3]** Severe illness or death of a family member

**[EC.2.4]** An act of God

**[EC.2.5]** Any other circumstance that the team leader deems reasonable

**[EC.3]** Extenuating circumstances that require prior approval:

**[EC.3.1]** Vacation

**[EC.3.2]** Any other planned absence

**[EC.4]** Team members should submit a notice that they meet or will meet the extenuating circumstances described in EC.2 and/or EC.3 through an emailed message to the team leader or by notifying the team members in a weekly group meeting

**[EC.5]** All extenuating circumstances pursuant to section EC.3 shall be submitted with at least 1 week notice prior following section EC.4

## Team Meetings

**[TM.1]** Team meetings shall occur once per week on Thursdays from 2-3 PM Arizona time, unless all team members agree to change the meeting time prior to the regular meeting time in that week. More meetings may be scheduled pursuant to TM.8.

**[TM.2]** Team meetings shall be conducted either online or in-person. The location will be determined by the team members prior to the meeting for each week.

**[TM.3]** If the team lead will not be present for the meeting due to meeting EC.4, the team lead shall appoint a designee at least 1 hour prior to the meeting time in TM.1

**[TM.4]** If the team lead is not present for the meeting without providing notification pursuant to EC.4 the team members shall appoint one team member to act as the team lead for the duration of the meeting.

**[TM.5]** The team meeting shall start with the team lead or designee providing beginning remarks including stating the goals for the meeting and reminding the team members of any upcoming deadlines.

**[TM.6]** Following TM.5, each attending member of the team meeting shall provide a summary (not more than 5 minutes) of their efforts since the last team meeting and what they plan to work on until the next team meeting

**[TM.7]** Following TM.6, if feedback was received from the internal review survey, the team lead or designee shall review the feedback pursuant to section I.2

**[TM.8]** Any team member may propose a secondary or subsequent team meeting during the week of any duration. Any subsequent meetings scheduled less than 1 week prior to the meeting date shall not count against a team member in section E.1 if missed.

## Disagreement and Compromise

**[DC.1]** Most decisions shall be voted upon whether formally or informally by all team members not meeting extenuating circumstances in section EC.2 or EC.3. If a team member fails to provide input because of failure to meet E.9, the team member forfeits the right to vote.

**[DC.2]** Non time-sensitive major decisions shall be delayed to allow all members qualifying under section EC.4 to have a vote. The urgency and importance of decisions shall be decided by the team leader, or if the team leader meets section EC.4, then by majority vote amongst remaining group members.

**[DC.3]** In the event of a tie vote, the following procedure will be conducted:

**[DC.3.1]** The team leader will attempt a compromise

**[DC.3.2]** If DC.3.1 fails, the team leader will have the sole authority to determine the best option

**[DC.3.3]** If a group member expresses strong disagreement regarding the decision after DC.3.2 is enacted, the group member may deliver in writing the reasons for his disagreement and supporting arguments for his view to the team lead. This statement will be brought before the mentor by the team lead at the next mentor meeting and the mentor will have the authority to overrule the decision.

## Mentor Meetings

**[MM.1]** Mentor meetings shall be conducted every Tuesday from 5-6pm in room 227 of the SICCS building located at 1295 Knoles Dr, Flagstaff, AZ 86011 unless otherwise changed by the mentor.

**[MM.2]** The team lead will provide the mentor with a copy of the task tracker document at least 1 hour prior to the beginning of the mentor meeting.

## Timely Submission

**[TS.1]** Both a target date and due date are set for each task.

**[TS.2]** The target date shall be the desired completion date that all team members should attempt to achieve the task by. The target date may be set by the mentor, or if not set, shall be the date of the mentor meeting immediately preceding the task due date.

**[TS.3]** The due date is the deadline for submission of a task. This is set by the mentor or CS Capstone Facilitator.

**[TS.4]** ALL tasks shall be completed at least 1 hour prior to the due date to allow ample time for submission.

**[TS.5]** If a team member relies upon a secondary team member's task completion, the secondary team member shall complete their task no later than 48 hours before the due date to allow ample time for the other team member.

**[TS.6]** All tasks should be completed at least to the level of a minimum viable product by the target date.

## Grievance Procedure

**[GP.1]** If a team member feels that they are under duress, have been placed subject to unjust treatment, or have experienced any explicit violation of the procedures and standards outlined in this document by the team as a whole, they may petition the CS Capstone Facilitator in writing:

**[GP.1.1]** The specific actions of the team members causing the situation.

**[GP.1.2]** A copy of this document with highlights or citations of the specific sections that were violated by the team members

**[GP.1.3]** A detailed reason why the team member is unable to compromise or address these issues themselves.

## Relieving the Team Lead of Duty

**[TL.1]** If all team members not including the team lead decide that the team lead is unfit to lead and has violated at least one section in E.1-6 then the following procedure shall take place:

**[TL.1.1]** The team members shall deliver in writing to the mentor a list of reasons the team lead is unfit to lead, as well as a copy of this document with highlights or citations of the specific sections violated by the team lead.

**[TL.1.2]** The mentor shall have the sole authority to decide if the team lead shall be replaced and appoint a new team lead.

**[TL.1.3]** If the mentor decides to relieve the team lead of their duties, the former team lead shall receive a copy of the document in section TL.1.1 and a written memo by the mentor outlining the decision.

**[TL.1.4]** The former team lead shall have all duties ceased after section TL.1.3 is enacted. Section TR.1 of this document shall be immediately updated pursuant to section T.1. After this document has been updated to reflect the new team lead, the newly appointed team lead shall assume all powers of team leader.

**[TL.2]** If the team lead is unable to lead due to severe illness, extended leave, or death, and the team lead is physically unable to resign, the remaining team members may

relieve the team lead of duty after consulting with the mentor or CS Capstone Facilitator. The following process shall occur:

**[TL.2.1]** The former team lead shall have all duties ceased. Section TR.1 of this document shall be immediately updated pursuant to section T.1. After this document has been updated to reflect the new team lead, the newly appointed team lead shall assume all powers of team leader.

**[TL.2.2]** If the team lead is unable to fulfill the terms of this contract due to conditions in TL.2, the team lead shall be removed as a party from this document pursuant to section TODO

**[TL.3]** Should the Team Lead choose to tender their resignation at any juncture, they shall retain the authority to designate a successor from among the team members. Notification of such resignation shall be duly provided to the Mentor, and the prescribed protocol articulated in Section TL.2.1 shall be adhered to.

## Force Majeure

**[FM.1]** If any team member is prevented from performing any of their obligations under this document by reason of any cause beyond their reasonable control, including but not limited to, acts of God, war, terrorism, natural disasters, government regulations, strikes, or other unforeseeable events (each, a "Force Majeure Event"), then the affected team member's performance shall be excused for the duration of the Force Majeure Event, provided that:

**[FM.1.1]** The affected party promptly notifies the team leader in writing of the Force Majeure Event and its expected duration, including any steps being taken to mitigate the impact.

**[FM.1.2]** The affected party makes reasonable efforts to overcome the effects of the Force Majeure Event and continue performing its obligations under this Agreement.

**[FM.2]** If execution or obedience to any section of this document is prevented by reason of any cause beyond their reasonable control, including but not limited to, acts of God, war, terrorism, natural disasters, government regulations, strikes, or other unforeseeable events (each, a "Force Majeure Event"), then the execution or obedience shall be excused for the duration of the Force Majeure Event.

## Temporary Roles and Responsibilities

### **Quality Assurance Manager**

**[TRR.1]** The Quality Assurance Manager shall have the following responsibilities:

**[TRR.1.1]** Review deliverables and tasks prior to submitting

**[TRR.1.2]** Understand and apply all document standards described in section S.1-4

**[TRR.1.3]** Primary responsibility for submitting any new request for changes to sections S.1-4 pursuant to section T.1.1

**[TRR.1.4]** Make final changes to deliverables and tasks

**[TRR.2]** The Quality Assurance Manager shall be appointed prior to the inception of this document. The Quality Assurance Manager may forfeit their position at any point or may switch roles with all team member's approval.

**[TRR.3]** The Quality Assurance Manager should review every deliverable and task prior to submitting unless conditions are met in section TRR.4.

**[TRR.4]** If the Quality Assurance Manager fails to provide a review of a deliverable or task 24 hours prior to the due date, the team lead has the authority to submit the deliverable as is.

## **Scribe**

**[TRR.5]** The Scribe shall have the following responsibilities:

**[TRR.5.1]** Create the first draft of any document and upload it to the Google Drive

**[TRR.5.2]** Update the task tracker as needed ensuring it is up-to-date 24 hours prior to the mentor meeting

**[TRR.5.3]** Take detailed notes during mentor meetings and group meetings and provide a copy to the other team members no later than 24 hours after the meeting's conclusion

**[TRR.6]** The scribe shall be appointed prior to the inception of this document. The scribe may forfeit their position at any point or may switch roles with all team member's approval.

**[TRR.7]** If the scribe fails to provide a first draft prior to other team members working on the document, any other team member may create the first draft.

## **Principal Architect**

**[TRR.8]** The principal architect shall have the following responsibilities:

**[TRR.8.1]** Ensure all deliverables and tasks meet the expectations and standards of this document

**[TRR.8.2]** Primary responsibility of structuring the project and ensuring all requirements dictated by the client are met

**[TRR.8.3]** Primary responsibility over design and planning

**[TRR.8.4]** Ensures code meets structure and format of requirements and standards

**[TRR.8.5]** Drafts systems-level designs for the project

**[TRR.9]** The Principal Architect shall be appointed prior to the inception of this document. The Principal Architect may forfeit their position at any point or may switch roles with all team member's approval.

**[TRR.10]** Any design proposals or changes to the architecture shall first be approved by the Principal Architect

### **Code-specific Roles**

**[TRR.11]** All code-specific roles such as front-end and back-end shall be decided at a later point when code is being developed. This section shall be expanded at such time pursuant to section T.1 and these roles will be in addition to the roles detailed in sections TRR.1-10.

### **Team Roles**

**[TR.1]** The team lead is William Rogers.

**[TR.2]** The quality assurance manager is Nicholas Henderson

**[TR.3]** The scribe is Isaac Faulkner

**[TR.4]** The principal architect is Andrew Milizia



## Signatures

This document constitutes the entire agreement between the parties and supersedes all prior and contemporaneous agreements, understandings, and representations, whether oral or written.

By executing this document, the parties hereby consent to any subsequent amendments hereto, as per the provisions outlined in Section T.2.

This document shall be deemed executed forthwith upon the concurrence of the parties enumerated in Section P.1, by virtue of their respective signatures.

**Last Revision Date: September 27, 2023**

**X** *William Rogers*  
William Rogers

**X**  
Isaac Faulkner

**X**  
Andrew Milizia

**X**  
Nicholas Henderson