1. Team Membership

Team Name: **Team Lotus**

Course: EE585 **EE595** (circle one)

Date: 02/12/2021

Team Members and myWSU ID’s:

|  |  |
| --- | --- |
| Name (Last, First) | Major(EE, CE, CS) |
| Sailesh Rajanala, D327C453 | CS |
| Acharya Subash, B227Y376 | CE |
| Karki Shiva, Z466J339 | CS |
| Limbu Priyanka, K964B996 | CS |

1. Team Roles

Include a short description of the role(s) for each team member. Consider the experiences each member brings to the team that will support the project research/design/build phases.

**Shiva Karki - Facilitator**

* Keeps the group on track.
* brings resource materials to the meeting.
* Manages the content of the meeting.

I have experience with being a facilitator.

In the spring semester of 2021, I will be helping my team mates for project development using **HTML 5, CSS 3 and MySQL**  because I have experience working on them.

**Sailesh Rajanala - Lead**

* Identifies tasks, activities, and deliverables.
* Helps determine metrics for tracking progress.
* Negotiates sequence of work, and schedule.

I have experience with few software resources available for use if our project demands additional research. I prepared the weekly meeting schedule and have experience in determining the technologies and methods we need to use for a project. I do have some experience in breaking a complex task into smaller tasks and coming up with a pipeline schedule for these tasks. I have experience working as Team Leader for a software project where we used User stories and Cost benefit analysis to prepare, identify and execute ideas related to the project.

For the semester of Spring 2021, I am responsible for the project development by using **HTML 5, CSS 3, JavaScript, MySQL, and php 7.4** technologies. I have experience with all the five technologies listed above and I will be responsible for all sort of development activities that involve any of the above listed technologies.

I am responsible for maintaining the Discord server for the group. I will be posting messages to notify, inform all members of the team regarding **important decisions, coding tasks, project work, course assignments, and upcoming zoom meetings.**

**Subash - Scribe**

**•** Records minutes at meeting, distributes them after the meeting.

Code of conduct

I have experience being an Assistant General Manager and leading a small team in a restaurant. My work involved assigning different tasks to different people based on their skill, keeping groups together, identifying bottlenecks and working to resolve them.

For this semester I will be using **HTML 5, CSS3 , Js, MySQL and php 7.4** on our project. I will mainly focus on the security aspect as well as test for bugs and troubleshooting.

**Priyanka Limbu - Time keeper & Project Management**

* Keeps track of time.
* Let the group know when there are 5 or 10 minutes left in the meeting so that the decisions made during the meeting can be summarized and tasks can be assigned.
* Manages tempo for the meeting.
* Tracks and reports tasks.
* Tracks and reports deliverable status.

I have worked on group projects before (Koch innovation challenge). So I do have some idea how important it is being on time for a project's success.

For this Spring 2021 semester, I am responsible for the project development by using **HTML 5, CSS 3 and MySQL** technologies. I will be responsible for all sort of development activities that involve above listed technologies.

1. Signatures

Each member needs to sign and date the Code of Conduct

Print: Subash Acharya Print: Sailesh Rajanala

Sign: Subash Acharya Sign: Sailesh Rajanala

Date: 02/12/2021 Date: 02/12/2021

Print: Shiva Karrki Print: Limbu Priyanka

Sign: Shiva Karki Sign: Priyanka Limbu

Date: 02/12/2021 Date: 02/12/2021