In order to function professionally, efficiently and effectively as a team, members of the PSAS Deployable Antennas Capstone agree to the following principles and practices.

## **Shared Values**

The team is dedicated to putting forth its best efforts to deliver a reliable product of which it can be proud. Professionalism, honesty, and integrity will not be sacrificed in the pursuit of completing this capstone in a timely manner. Each teammate will have an equal voice among the team and the project will reflect the mutual efforts of every team member including their skills, abilities and ideas.

## **Roles of Team Members**

Team member roles will be relatively fluid with all team members supporting each other and contributing. The team will be coordinated by Calvin who is very familiar with the project and is well connected with the customer. John and Paije will be team leaders for the turnstile array antenna deployment. Calvin, Justin and Shiva will be responsible for facilitating design of the helical antenna deployment system.

## **Document Collaboration and Revision Management**

CAD files and other technical work will be revision controlled through a GitHub repository within the OreSat organization. Written documents and other reference material will stored on Google Drive in a shared folder. A Basecamp project page will serve as a homepage for the team - providing links to other resources, tracking deadlines on a calendar, and managing to-do lists.

## **Weekly Team Meetings**

* Monday 12:00 (Problem Solving / Small Group Team Work)  
  An opportunity for a portion of the team to work together and brainstorm.
* Wednesday 8:45 (Information Sharing)  
  The team will meet with Gerry (the faculty coach) for a progress report, to discuss high-level issues, and to delegate tasks.
* Wednesday 12:00 (Problem Solving / Small Group Team Work)  
  An opportunity for a portion of the team to work together and brainstorm.
* Friday 4:30 (Decision Making)  
  The team will meet with Andrew (the project sponsor) and Glenn (the customer) for a progress report and the opportunity to answer questions.
* Sunday 12:00 (Decision Making)  
  The team will meet with Joe (fellow OreSat member) to discuss integration between the antennas, their deployment mechanisms, and the rest of the satellite’s structure.

## **Asynchronous Group Communication**

Instant messages, direct messages, and other asynchronous communication will be handled and stored on Basecamp. Team members can also flag each other with comments made on collaborative Google documents.

## **Team Members**

By signing the contract, we agree to the shared values and procedures listed above.

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| --- | --- | --- |
| Calvin Young | Paijanne Jones | Justin Burris |
| John George | Shivani Nadarajah |  |