SMARTSTEPPER CONTROL DOCUMENT

HABITUAL ABSENCE IN MEETING

Each team member is required to attend and be timely to group meetings. Group meetings should be held on the same day(s) and at the same time each week to avoid confusion. Exceptions to this are made with 48 hours notice and agreement from the entire team. Partial group meetings can be held in cases where the above requirements are not met, some members cannot attend, but it is beneficial for the team.

Should a single team member miss more than two meetings that meet the above requirements, the rest of the team must consider the circumstances. If this team member is communicative, has good reason to miss, and their absence does not affect their portion of the work, it is forgiven. If, however, a team member misses more than two meetings and their work is not updated weekly to the group git repository, or they are not making substantial progress, this is basis for considering termination of this group member from the current Junior Project.

FIRING OF A GROUP MEMBER

A group member can come into review for termination for any of the following reasons:

- Two weeks of no progress updated to the git repository, or otherwise physically shared with the group

- Progress falling two weeks behind the schedule

- Four (or more) consecutive days of no response without explanation

- Violation of Professor N.'s Control Doc Communication Guidelines

If a team member has given the team one of these reasons to consider their termination, the team will meet without the member in question to determine whether to escalate the problem by informing Professor N. If the team decides not to escalate the problem, then they must agree on the requirements and a timeline for this team member to reestablish their presence in the group. If those requirements are not met within the specified timeline, Professor N. must be informed.

MODULE SCHEMATIC DELAY

- Everyone taking responsibility to make a schematic has to communicate any issues and at minimum weekly updates to discord or the group git repository
- Any team member can take over another's schematic responsibilities if the former team member has communicated their inability to perform the task. This must be communicated and verified with the whole team. The person with this new responsibility must make sure their other assigned responsibilities are not affected, or establish an agreed-upon compromise, or otherwise communicate adjustments to the schedule that can be agreed upon by the group
- The name of the game here is teamwork. If we are all doing our best, then everything will get done. If deadlines are approaching and everyone's plate is full, the team leader will contact Professor N.

MODULE HARDWARE AND SOFTWARE DELAY

- The team is required to meet weekly, and to upload code progress to a group git repository. More frequent meetings/uploads are encouraged.

- Software delays are high possibilities as difficulties can appear at any part with coding. For coding issues, getting feedback as soon as possible from team members is the quickest and best solution. If the team is stumped, the team leader will reach out to Professor N. All team members will use their resources.

- Integrating software with hardware or other software modules can be complex. The schedule plans for integration testing to identify and resolve compatibility issues, with a week of padding to ensure that when delays occur, there is time to resolve the problems

- Hardware is likely to break while testing and ordering delays can really affect hardware due dates. The team has back-up parts if any must be replaced.

- Errors or flaws in the initial schematic design can lead to delays. Careful review and validation of the schematic before starting the physical design are crucial.

- Prototypes will be created to validate both hardware and software components early in the development process—and this is reflected in the schedule.

- If the above precautions are not enough, and the prototype is more than a week behind schedule, the group leader will inform Professor N and Dr. GrantBeuttler. We can only do our best!

MODULE INTEGRATION DELAY

- Develop a comprehensive integration plan early in the project, considering module interdependencies and potential challenges.

- Provide clear documentation for module interfaces and integration procedures to facilitate a smoother integration process.

- Communicate promptly with team members when there are delays or issues with any integration.

ANNOTATION ON SCHEDULE OF ALL DELAYS/PROBLEMS

- Establish a revision history section in the project documentation to track changes over time. Include dates, a brief description of the changes, and the reasons for those changes.

- Adjust the durations of delayed tasks to reflect the revised timelines accurately. Clearly indicate the original and updated timelines for each task by using a lighter version of the same color used for the original planned dates.

- Each week during the team meeting, the schedule will be updated in the above manner, as well as the revision history document. This ensures that the schedule reflects the project's evolving reality.

FIRING OF PROFESSOR N.

- The leader will use Phong's Control Doc communication guidelines to determine proper expectations for communication with Professor N.

- If these communication guidelines are not met, the leader will communicate the discrepancies with the group. The group will do their best to use the resources they have to complete their tasks according to the schedule.

- If Professor N. becomes unresponsive without warning via email/text/phone for three days straight, all of the local jails and hospitals will be contacted. Seriously though, the team may reach out to the Dean to make sure Phong is okay.

- If Professor N. is unresponsive for at least three days straight more than three times in the term, the team will consider firing him. A team meeting will be held to discuss his status, and he will be extended an opportunity to join the meeting. Concerns will be discussed, and the group will meet without Professor N. to decide his fate.

- If the team decides to fire Professor N., then we will split his salary evenly between all of us, and none of it will be used for the project.