

**Team Name** Senior Design May 2026, Project 26, CCC (C Code Critiquer with Dr. Rover)

**Team Members:**

- |                |                     |
|----------------|---------------------|
| 1) Connor Link | 2) Jackson Collalti |
| 3) Alec Moore  | 4) Braeden Wood     |

**Team Procedures**

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
  - **Advisor Meetings with Dr. Rover, typically in-person: Mondays, 1:00pm–2:00pm**
  - **Team Meetings, typically in-person (or on-line as needed): Tuesday 11:00am–12:00pm normally, if extra meeting needed: Thursday 11:00am–12:00pm**
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
  - **Group Discord server for general communication, e-mail as required for longer form discussion, especially to communicate with advisor and graduate student client.**
3. Decision-making policy (e.g., consensus, majority vote):
  - **Typically, through consensus to ensure everyone remains on the same page and moving in the same direction with our project. We may avail majority vote (best 2/4 members, tie-broken with rock-paper-scissors or by Joseph or Dr. Rover as needed) if there is a consequential issue which we cannot otherwise resolve.**
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
  - **We plan to use a shared folder on Microsoft 365 to maintain a common archive for all team files, including meeting minutes. Each meeting will rotate through members to record meeting minutes so that each person ends up with an equal share throughout the two semesters.**

**Participation Expectations**

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - **We expect all members to attend every meeting on-time unless pre-communicated otherwise for only extenuating circumstances subject to approval by the remaining team. We expect everyone to arrive at or call in to meetings armed with constructive thoughts and ready to share them, which may include pre-preparation if agreed upon at previous meetings.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - **Everyone is accountable for both all individual and team assignments and by extension, each other. If someone appears to be falling behind on deadlines, other teammates should kindly remind this person and offer assistance if he/she is at an impasse in his/her work.**

3. Expected level of communication with other team members:
  - **Regular. Responses, especially through Discord, should be less than one (1) day. E-mail is acceptable but should primarily only be used for longer-form communication or messages to the advisor (Dr. Rover).**
4. Expected level of commitment to team decisions and tasks:
  - **Since the team operates largely on a consensus basis for decisions, everyone is expected to avoid his/her opinions or dissent when making a team decision. This should mean everyone is on-board and committed to all team decisions and tasks. Disputes in exceptional circumstances, as outlined above, should be handled with a majority vote. All are expected to commit to the voted decision to ensure everyone remains on the same page and working toward the same, common goal.**

## **Leadership**

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
  - **Connor Link: Process and inquiry manager (advisor point-of-contact).**
  - **Alec Moore: Backend manager.**
  - **Braeden Wood: Integration manager (full-stack).**
  - **Jackson Collalti: Frontend manager.**
2. Strategies for supporting and guiding the work of all team members:
  - **Work objectives should be clearly defined and be in alignment with team member expectations and with definite scope of responsibility to provide clarity on how an individual contribution will benefit the overall team outcome. Open communication with complete transparency to share constructive criticism and feedback should always be welcome to enable all voices to be heard in all matters. Collaboration may be an important strategy for the most difficult tasks throughout the semesters: members are expected to self-guide this and discover their own optimal ways to work together.**
3. Strategies for recognizing the contributions of all team members:
  - **Work tasks should be clearly divided and completed and signed off by the member responsible to ensure each person gets proper attribution for everything he/she did. The team should privately recognize achievements, like bringing a new system or feature on-line, and regularly monitor and review progress to ensure the everyone continues to make timely and sufficient progress toward their individual goals and the team objectives by extension.**

## **Collaboration and Inclusion**

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
  - **Connor Link.** Especially skilled in C++, C, Java, and web development with HTML/CSS/JS, Connor is an adaptable developer and adept problem solver capable of quickly learning new skills to tackle challenging problems. Connor is a strong communicator and enjoys taking on leadership responsibility to oversee high-level team success while contributing effectively as a developer member on the day-to-day.
  - **Alec Moore** has spent time working in a variety of languages and systems, including but not limited to Python, C/C++, Java, Go, JS, Git, and Linux. Strong learner that performs best in active teams and has strong verbal communication skills. Loves working in backend, database, and highly logical components of systems.
  - **Braeden Wood.** Has experience with C, C++, Java, Python, and JavaScript, with the level of comfortability in that same order from highest to lowest. Has done some work with React and Node.js as well, but most of his experience relevant to this project lies in UI work. Braeden is very adaptable, quick to pick up on most skills within the context of ECPE, which may come in handy if group strengths lack in specific areas. Braeden is particularly eager to learn from this project, hoping to gain new and unique experiences that will promote personal development.
  - **Jackson Collalti** is experienced in languages such C/C++ and Java. He also has some additional knowledge of Kotlin and Python. Through projects and jobs, he's familiar with front-end design, especially for mobile devices and brings a background in how to make the user experience as positive as possible. Jackson is focused on building products that users want to engage with.
2. Strategies for encouraging and supporting contributions and ideas from all team members:
  - **Provide an open opportunity for everyone to share his/her ideas when making team decisions.** Everyone must share unless he/she has no further thoughts on the matter. Team decisions should be avoided, if at all possible, any time not all members are present to best support contributions from all members. Brainstorming should take place as a team effort and include ideas from all members.
3. Procedures for identifying and resolving collaboration or inclusion issues (e.g., how will a team member inform the team that the team environment is obstructing their opportunity or ability to contribute?)
  - **Through team-based or one-on-one messages preferably in Discord. All members should be willing to plan to reach a compromise or prepared to speak with the advisor (Dr. Rover) should no satisfactory resolution occur. We**

**encourage all members to speak up at any time if the team dynamic or task workload interferes with their ability to effectively collaborate or contribute.**

### **Goal-Setting, Planning, and Execution**

1. Team goals for this semester:
  - **A goal over both semesters is to bring the existing CCC prototypes into a workable product ready for CPRE 2880 students to use.**
  - **Some assorted goals: web-page usability improvements, ITS MSAL authentication integration with full access control solution via AD services, adding more antipatterns, revising antipattern detection methods (potentially extending XPath and Regex methods or new system *based on AI?*), TA management solution to assign staff and students to sections to be able to edit and upload.**
  - **Other features as they become important...**
2. Strategies for planning and assigning individual and team work:
  - **Assign work at a first pass according to individual strengths to optimize work efficiency and maximize the existing expertise of all team members. Further division should take place according to individual preference and decided by consensus—e.g., if two people want to work on the same task, they must reconcile the matter in an appropriate manner of their choosing such all parties remain satisfied.**
  - **Divide work granularly to maximize the ability to split according to pre-existing knowledge and preference without going to the extreme to avoid excessive task overhead of developing, tracking, and marking off completed items in time. Like standard Agile development practices, work should split roughly as granularly as a day (rounded up) or longer increments should the team decide this is too short.**
3. Strategies for keeping on task:
  - **Routine progress updates through Discord, regular communication/reminders (weekly or more frequently) of impending project deadlines and outstanding objectives through the platform most befitting, and clear demarcation of work and task assignment to ensure each member know exactly for what he is responsible.**

### **Consequences for Not Adhering to Team Contract**

1. How will you handle infractions of any of the obligations of this team contract?
  - **If a member does not produce satisfactory work, falls behind deadlines, or violates the contract herein in any manner, the team will clearly communicate the issue by warning any such individual, likely at least two times, to offer a generous opportunity to rectify the behavior. We expect the other team members, if possible, to pick up any incomplete work to ensure the group continues to move swiftly toward project objectives and meet deadlines.**

2. What will your team do if the infractions continue?
- **If infractions continue, especially, but not limited to without sign of improvement, anyone on the team reserves the right to contact the advisor (Dr. Rover) or lecture section professors and clearly explain the issue(s). The team should hold a meeting to re-evaluate project progress and objectives to thoughtfully determine if the original goals remain possible, in the worst possible case, down a person.**

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- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*  
b) *I understand that I am obligated to abide by these terms and conditions.*  
c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) Connor Link	DATE September 9, 2025
2) Alec Moore	DATE September 9, 2025
3) Jackson Collalti	DATE September 10, 2025
4) Braeden Wood	DATE September 12, 2025
5) _____	DATE _____
6) _____	DATE _____
7) _____	DATE _____
8) _____	DATE _____