Team Contract - Deadline: 1/27/2023

EE/CpE 4813 – ECE Capstone Design 2

Spring 2023

Instructor: **Johnathan Votion Ph.D.**

Team name: **Drone Conversion Appliances (DCA)**

Team members: **Ehab Afsoonko, Conrad Obeng, Lexi McMinn, Mark James Jr., Matthew Moubray**

Description: **Team contract that settles team meeting times and responsibilities.**

1.0   Introduction

1.1 Purpose & Scope
The *Team Contract* provides the policies and framework to establish effective internal communications for the **Drone Conversion Appliances** project. This document provides a foundation for internal communications through the development of the **Drone Conversion Appliances**.

1.2 Team Contract Objective
The primary objective for the *Team Contract* is to achieve effective communications to all members of the **Drone Conversion Appliances** project team. Criteria used to evaluate internal communication effectiveness is as follows:
   a. Information Exchange – the degree in which accurate, useful, and timely information is provided to project team members in the correct format, protocol, and frequency;
   b. Data Access – the degree in which information and data is properly stored and accessible to project team members in accordance with data storage and access policies and processes provided herein; and
   c. Data Protection – the degree in which project team members adhere to data and information safeguards and dissemination policies.

1.3 Approach
A summary of actions taken to develop the Team Contract include the following:
   1. Coordinated with the team on weekly meetings and availability.
   2. Discussed each team member's roles and responsibilities.
   3. Developed communication and information exchange methods.
   4. Ensured unanimous agreement on the conflict resolution method.

1.4 Course/Project Expectations
Our team is expecting to perform to a high standard in both the course, and throughout the duration of the project. Namely, we will all perform to the best of our abilities, while also being conscious of individual schedules and time constraints.

2.0 Information Exchange
The following communication channels shall be used by all internal members.
   1. Group me
   2. Email
   3. Meetings
   4. Google Drive

2.1 Data and Information Policies

   2.1.1.   Groupme will be used for general messaging, scheduling, and announcements.
   2.1.2.   Email will be used as back up or secondary means of communication. It will also be used to send attachments that are too large for groupme and doesn't need to be added to the google drive
   2.1.3.   Meetings will be held every week on Mondays and Wednesdays from 3:00PM to 4:00PM. Meetings preferred method will be in-person in the Unmanned Systems Lab in the BSE. Zoom will be used when at least 2 members are unable to make it in-person.

1.1.3.1. Ehab will record and distribute meeting minutes.

2.1.4. A private Google Drive will be used to store all current and previous documentation. A back up copy of the team's documentation will be stored on a USB drive.

3.0 Data and Policy Protection

These requirements will enforce the protection of important information from corruption, compromise or loss. The Project Team and all other internal members shall follow the practices and policies listed below.

3.1 Commitment to Data Protection

The Project Team shall...

1. Restrict and monitor access to sensitive data
2. Develop transparent data collection procedures
3. Establish data protection policies (listed below)

3.2 Policy for Internal Members

3.2.1. Passwords – All internal members shall keep passwords private and difficult to infiltrate. Common attributes to a secure password include having many characters, uppercase letters, lowercase letters, numbers, symbols, and special characters. This password requirement covers all project technology.

3.2.2. Shared Documents – All documents shall be kept private to only the internal project team. All internal members shall be cognizant of who they share files and folders with outside of the internal team.

3.2.3. Direct Messaging – All internal members shall be cognizant when utilizing any direct messaging including and be sure no pertinent information is sent to any external members.

4.0 Team Composition

4.1 Decision Making

Major decisions will be handled via majority rule, and if there is no majority, either compromise or come up with a different solution

4.2 Team Members and Roles

Ehab Afsoonko - Secretary who will record meeting minutes and distribute summary of meeting minutes along with tasks that need to be completed, and who has been assigned those tasks

Conrad Obeng - Engineering Manager who will delegate tasks related specifically to the project functionality, due to existing familiarity with the project base.

Lexi McMinn - System/Software Engineer who will focus on the supporting software of the project.

Mark James Jr. - Financial officers who will review the budget and schedule to ensure that the project stays within budget. Makes purchase orders, and saves a record of all purchases.

Matthew Moubray - Hardware Engineer who will construct hardware from technical designs. Test and improve upon constructed hardware. Coordinate with team members to ensure hardware and software compatibility.

4.3 Conflict Resolution Methods
Should a member fail to meet their obligations, we will work as a team to help them catch up and keep on track.

5.0 Team Signatures

Ehab Afsoonko   Date_1/26/2023____

Conrad Obeng   Date_1/26/2023____

Lexi McMinn   Date_1/26/2023____

Mark James Jr   Date_1/26/2023____

Matthew Moubray   Date _01/26/2023__

Terminating Sheet

Role	First and Last Name	Contribution (%)
Engineering Manager	Conrad Obeng	20%
Secretary	Ehab Afsoonko	20%
Systems/Software Engineer	Lexi McMinn	20%
Financial Officer	Mark James Jr	20%
Hardware Engineer	Matthew Moubray	20%

Date: 27 January 2023

Assignment: Team Contract (Spring Update)