

FLoRa Communications Group Contract

Members Contact Information:

Name	Telephone	Email	Signature
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Team Values:

Value	Group definition
Resourcefulness	Adopt a creative and open approach to problem solving and project constraints, drawing on all available contacts.
Integrity	Hold each other accountable, take personal responsibility, be available for feedback, be honest with ourselves and other group members.
Joy	Under stress and time constraints, we aim to not lose sight of the joy of getting to work together and work on something we are passionate about.

Goals:

- Produce a functional and user-friendly product of high quality.
- Meet all Criteria of the capstone project.
- Prioritize alignment with group values throughout the term.
- Create exceptional documentation.
- Schedule timelines for assigned tasks.

Team Expectations:

- Maintain equitable contributions to project.
- Maintain good communication with all involved.
- Strive for excellence.
- Retain accountability to the group.

Documentation plan:

- All technical documents and code will be uploaded to a project GitHub account with strict version control.
- English and project management assignments will be backed up and worked on via a group google drive account.

Strategy/Schedule:

- Each team member will keep a personal journal documenting tasks and hours spent on work.
- Monday morning group meetings will be scheduled to plan out the upcoming week.
- Weekly meetings with faculty will occur Monday at 12:30.
- Kanban style project management.
- Version Control through a project GitHub account.
- Mondays and Fridays will be dedicated project work time; location will be flexible.

Financial Strategy (if self funding):

- Each member will commit to an equal portion of the estimated \$1800 overall project budget.
- If the proposed budget is exceeded, we will hold another meeting to discuss further contributions.
- Finances will be managed through an active shared spreadsheet.
- Finances will be discussed in weekly Monday morning meetings for reviewing group purchase orders.

Financial Strategy (if Camosun funded):

- Follow all applicable guidelines for using Camosun monies and facilities.
- Produce order documentation during Monday morning meetings before noon deadline for prep-room.