FLoRa Communications Group Contract

### Members Contact Information:

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| Name | Telephone | Email | Signature |
| Cameron Gillingham | 403-979-2260 | Cameron.gillingham1@gmail.com |  |
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### Team Values:

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| 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.