**Team Name** sdmay22-30

**Team Members:**

1) Josh Guyer 2) Connor Kesteson

3) Johnathan Leisinger 4) Ruofeng Gao

5) Joshua Naber 6) Nicholas Garrelts

7) Raffael Neuser

**Team Procedures**

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
   1. We have a discord server in which we can have regular virtual meetings when needed. Face-to-face meetings can be scheduled to meet in the Student Innovation Center in one of the meeting rooms or lab 3038 in Coover.
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
   1. Communication will be conducted over our Discord server.
3. Decision-making policy (e.g., consensus, majority vote):
   1. Majority vote
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
   1. Meeting notes and agendas will be compiled onto our teams channel with Hongwei

**Participation Expectations**

1. Expected individual attendance, punctuality, and participation at all team meetings:
   1. We expect people to participate in as many meetings as they can, if they cannot attend, we expect a notice ahead of time of their absence.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   1. We expect everyone to fulfill their assigned task within the deadline. If they are unable to do so, then they should reach out for help to make sure everything gets done on time.
3. Expected level of communication with other team members:
   1. We expect everyone on the team to communicate any advancements related to the project in the Discord. Everyone should be regularly communicating in Discord.
   2. We expect we have great and effective communication with each team member, and all team members show respect for different opinions and reach a consensus
4. Expected level of commitment to team decisions and tasks:
   1. Everyone should participate in team decisions about the project and they should complete the same amount of work as everyone else. We will try to balance the amount of work that everyone gets assigned, taking into account people’s freetime.

**Leadership**

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
   1. All team members will do their own research for the project. The work will be divided up evenly among the team members as it is assigned. Each team member can communicate with the professor on their own instead of having one person. We will communicate with the professor through Microsoft teams.
2. Strategies for supporting and guiding the work of all team members:
   1. Team members can update the rest of the team on their progress to make sure they stay on track. If a team member gets behind on their work, then another member should help them complete their task.
3. Strategies for recognizing the contributions of all team members:
   1. A way to keep track of the contributions of all team members is to keep track of the tasks that were assigned to them and that they have completed using gitlab.

**Collaboration and Inclusion**

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
   1. Joshua Naber
      1. Networking and Signals and Systems classes
      2. Assembly language and C
   2. Johnathan Leisinger
      1. Communications classes (EE 321,EE 422, EE423)
      2. SMD soldering
   3. Josh Guyer
      1. Networking and communication class
      2. Signals and systems class
   4. Nicholas Garrelts
      1. Worked in 5G research group
      2. Taken signals and control systems classes
   5. Raffael Neuser
      1. Networking class
      2. Some experience with SDRs
   6. Connor Kesterson
      1. Taken EE 321/422/423 (Communication systems classes)
      2. A lot of MATLAB/Simulink experience
   7. Ruofeng Gao

i. Java, C, some of Assembly language, Linux

ii. Network security(Cpre 430) and knowledge of Internet of Things

1. Strategies for encouraging and support contributions and ideas from all team members:
   1. We encourage every team member to discuss their own idea, and we will collect and adopt the most appropriate and effective idea.
2. 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?)
   1. If a team member is having difficulty contributing to the project, they can bring it up to the team or another member of the team so that the problem can be addressed and resolved.

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

1. Team goals for this semester:
   1. Research and learn about 5G and how it can be implemented.
2. Strategies for planning and assigning individual and team work:
   1. Issues can be created in gitlab and assigned to people. The assigning process will be volunteer based, trying to split up the work evenly. If one person is taking on more of the work, they should give up some to someone who has done less.
3. Strategies for keeping on task:
   1. Having a schedule of set milestones will keep us on track of what we need to do.

**Consequences for Not Adhering to Team Contract**

1. How will you handle infractions of any of the obligations of this team contract?
   1. If one infraction is exercised by a team member, the team will talk to the individual about it to address the issue.
2. What will your team do if the infractions continue?
   1. If infractions keep continuing, the professor will need to be contacted in order to solve the problem.

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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) Josh Guyer DATE 9/17/21

2) Connor Kesterson DATE 9/17/21

3) Joshua Naber DATE 9/17/21

4) \_Nicholas Garrelts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_9/17/21\_\_\_\_\_\_\_\_\_\_\_

5) Johnathan Leisinger DATE 9/17/21

6) Ruofeng Gao DATE 9/17/21

7) Raffael Neuser DATE 9/17/21

8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_