

Team 3: 404 Users Not Found

Boyd Coates, Jack Huber, Emmanuel Mata-Jimenez, Graham Elgin

CPSC 4140/6140, Spring 2026

Tuesday, January 20, 2026

Team Member Information

Name	Email	Contact Preference	Availability
Boyd Coates	becoate@clermson.edu	Text: (803) 429-1250	MWF: right after class (9:55) MW: 3:45
Jack Huber	jhuber2@clermson.edu	Text: (843) 834-8630	MW: 11:00 - 1:15
Emmanuel Mata-Jimenez	emataji@clermson.edu	Text: (864) 221-2764	MWF: 1:00 - 5:00
Graham Elgin	gelgin@clermson.edu	Text: (864) 309-6694	MWF: 12:30+

Team Logistics

- Predetermined hour-long meeting time and location where all members will be available to meet in person:
 - Monday or Wednesday at 4:00 pm in Cooper library
- How additional meetings will be scheduled if needed:
 - Microsoft Teams and Group text
- How meeting notes and action items will be recorded: Teams recorder
- **How Microsoft Planner will be used:**
 - **Assigning tasks:** tasks will primarily be based on individual experience and comfort levels, after that they will be divided based on workload and preference.
 - **Tracking progress of contributions:** We will use the Microsoft Planner Charts tab to check members progress since it shows ticket status and individual contributions.
 - **Setting Deadlines:** We will assign due dates to tasks according to our class deadlines, the Schedule tab provides a month overview of tasks.
 - **Increase transparency and accountability:** Weekly checkins ensure tasks are being worked on and completed, assigning names to tasks shows individual commitments, and we will ensure tasks are broken down into specific attainable objectives.

Roles and Responsibilities

Potential Roles:

- **Project Coordinator:** oversees timelines, milestones, deadlines, and adherence to assignment requirements.
- **Design Lead:** oversees visual consistency, prototype design, and usability/accessibility adherence.
- **Research Lead:** manages research efforts, surveys, interviews, and analysis
- **Testing Lead:** ensures work is thoroughly tested and documented to meet project requirements.

Roles Strategy:

We anticipate roles to overlap and rotate throughout the project, everyone will probably act as all 4 roles at some point.

Redundancy

Our team's strategy to ensure:

1. No single team member is a point of failure:

Consistent and clear communication where we discuss what each person is expected to do, if there are any concerns and if anyone needs help in weekly virtual meetings and during hour long in person meetings.

2. How knowledge and work will be shared:

Microsoft teams: virtual meetings, meetings notes, links and file to view during meetings

Microsoft planner: used for task management and assignment deadlines

Shared Google Drive folder: used for collaborative writing

Github: will be used if any code needs to be collaborated on and progress measured

3. Project continuity if someone is unavailable due to a sickness, family emergency, etc.

Communication via group Chat, Microsoft Teams or Email to explain the situation to the rest of the team and so that a plan can be created to accommodate their situation.

4. Expectations for communication for Unexpected life situations:

Communication to the group using one of the earlier discussed methods as soon as possible.

5. How the team will ensure contributions are distributed fairly and how imbalances will be clearly addressed early on.

We will ensure during task creation that each is specific, measurable and fair. Assignment will be done as a collective so that everyone is in agreement regarding fairness.

Decision-Making Process

How team decisions will be made including how ties or unresolved disagreements will be handled:

During meetings we will discuss our ideas and come to majority agreements on how to move forward. Any disagreements on decision choices will be talked through and must result in a compromise between conflicting decisions.

Conflict Resolution & Accountability

How the team will handle disagreements between members:

At the weekly meeting have those in disagreement talk about their disagreement and everyone work toward a solution until said solution is found.

How the team will handle team members not meeting expectations:

We will ensure the team contacts the team member in question about the need for them to contribute more to the project, this consists of a text to the team group chat with specific documentation of what the issue is (what they are or are not doing) and next steps to solve the problem. If a response is not received within the day, the rest of the team prepares a plan to pick up that team member's work if it's not getting done.

Termination of a Team Member


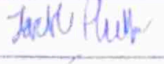

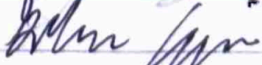
- **First**, we will attempt to have a group meeting where we speak to the team member in question.
- **Second**, we will set up a secondary meeting between the other team members to decide on whether or not it's necessary to contact the professor.
- **Third**, we will contact the professor and discuss the issues we are having with the team member. We would aim to have this discussion with the professor at least 2-3 days before a deadline. Here is where termination will be discussed and executed if warranted/recommended by Dr. Plaude.

Consequences:

- The terminated team member is cut out from the group permanently. This team member would have the option of completing a version of the rest of the project solo, with the whole team receiving credit, or they can receive no credit for the rest of the milestones.
 - This addresses the issue of no longer having a full team and presents a form of individual redemption for the terminated teammate while also presenting the opportunity for Dr. Plaude to receive two completed products.
- The penalty for the group would be a letter grade off for each subsequent milestone after the teammate is removed.
 - This acknowledges no longer having a full team and the remaining team's grade, "payment", will be lowered.

Signatures

This acknowledges that with each team members signature, that they have read and agree to the team contract:

Name	Signature
Boyd Coates	
Jack Huber	
Emmanuel Mata-Jimenez	
Graham Elgin	

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