*CPSC 4392 Capstone Project Fall 2023*

*Memorandum of Understanding (MOU):*

**Capstone Project Team Management Agreement**

**Memo Completion Due Date**: 9:00pm Sunday 8/27/2023, (16 points)

MEMORANDUM

|  |  |
| --- | --- |
| TO: | Dr. Albert Baker |
| TEAM NAME: | The Caterpillars - originally Team 2 |
| FROM: | Juan Perez, Kylota Stewart, Emily Thomas, Jared Williams, Minh Dang |
| SUBJECT: | Team Management Agreement |
| DATE: | *8/31/2023* |

As our group begins a collaboration over the coming weeks, this MOU will guide how we manage the group. The following outlines our roles, a tentative meeting schedule, and a guide for how to deal with potential interpersonal issues that might arise, technical disagreements, and progress relative to the project schedule.

Team Leadership and Roles

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| --- | --- | --- |
| **Project Roles** | **Responsible For** | **Responsible Team Member** |
| Team Lead | POC with instructor, schedules and leads team meeting, mediates disputes | Kylota |
| Solution Architect | Leads choice of deployment environment, web stack technologies, database | Jared & Minh |
| Tech Lead | Design patterns, coding styles, code reviews, source code management (branch and merge) | Emily |
| Quality Assurance | Functional testing, UI/UX assessments | Juan |

Decisions / Conflict Resolution

If there is a disagreement at any point in our project about a technical decision or project plan target our team will use a majority vote to resolve the disagreement, but if the vote ends up split 50/50, we will look to the corresponding department lead for the final decision.

Team Meetings and Communication

Our team will have a recurring meeting every Thursday at 6pm CST. The meetings will be held in our discord server and the frequency and duration will vary depending on that week's workload. Any extra meeting time needed will be decided either in our group discord chat or during the previous meeting time.

Scrum (5-10minute meeting) every Tuesday during the class period, if class happens to go for the full duration, we will message in our discord server about any updates in our personal progress.

Team member response time to any plans or project communication is expected to be within a 48 hour period.

Absences and Performance Issues

If a team member is to miss a meeting as well as not communicate that they're missing it, we will allow for a 48 hour time period to ask about what was missed and even better, why they missed it. If a team member has missed a meeting and has not communicated that they will or have missed it within 48 hours after the meeting the professor will be contacted.

If a team member has missed a work deadline and has not communicated such to the rest of the group after a 24 hour period, the professor will be contacted. If the team member has communicated the delay but the work is not provided within 3 days after it is due, the professor will be contacted.

Team members are expected to communicate either as soon as possible, or 48 hours ahead of the due date on whether or not they are capable of finishing the week’s workload.

Summary Statement

In summary, the above is how our team has set expectations for each other individually and as a team.

Signatures

The team members listed below have agreed to the terms in this MOU.

Emily Thomas Emily Thomas 8/31/2023 (print name) (signature) (date)

eathomas1@ualr.edu

Kylota Stewart Kylota Stewart 8/31/2023 (print name) (signature) (date)

bxstewart@ualr.edu

Jared Williams Jared Williams 8/31/2023 (print name) (signature) (date)

jxwilliams@ualr.edu

Juan Perez Juan Perez 8/31/2023 (print name) (signature) (date)

japerez@ualr.edu

Minh Dang Minh Dang 8/31/2023

(print name) (signature) (date)

mqdang@ualr.edu