Boeing Team

1. **Team Goals**
   - Open communication and transparency for all team members, stakeholders, scrum team members, mentors, and coordinators
   - Quality work and product that meets stakeholder expectations and fulfills user requirements
   - Preparedness for each meeting to discuss important topics efficiently to minimize wasted time
   - Self and team accountability for our work to provide best effort on following through with our project tasks
   - Quality demos of our solution through each project iteration to show progress and capabilities

2. **Communication / Coordination**

Type of Communication	Frequency	Day/Time	Team Members	Venue/link
Team Planning Meeting	1x per week	Wed 12:30 PM	All	Discord
Weekly Meeting with Client	1x per week	Mon 12:30 PM	All	WebEx
Weekly Meeting with Dr. Robb (tentative)	1x per week	Fri 4:00 PM	All	Zoom
General Team Meeting	1x per week	Thu 5:00 PM (subject to change)	All	Discord

Team Planning Meeting:
   - We will review our overall backlog in Azure DevOps, create our next sprint iteration, move stories/tasks from our backlog into the new sprint, create new stories/tasks for our sprint iteration, assign roles and responsibilities for the team.

Weekly Meeting with Client:
   - We will present our work from the previous week to our stakeholders, gather feedback on our current solution, understand updated requirements/needs/desirables, present our plan for the coming week, and align with any further updates on the project.

Weekly Meeting with Dr. Robb:
   - We will discuss our progress and plans with Dr. Robb and ask for any advice he might have as an experienced VR developer.

General Team Meeting:
   - We will discuss our current progress, impediments, and code that we've worked on this week. We will also try to solve any issues we might run into and ensure that everyone is on the right track for the current Sprint.

3. Role Definition

Role	Team member	Associated Tasks
Project Manager, Product Owner, Project Architect (PM, PO, PA) Simulation Designer (UI)	Yates Robinson	Coordinate with stakeholders, team members, project coordinators, mentors, and scrum team members, create and align project to project architecture, understand requirements and use cases to appropriate our tasks to. Create and edit assets, working with Unity, implement assets found elsewhere (Boeing, libraries, etc).
Back End Design Lead (BE)	Quinn Hubbarth	Focus on designing any backend, database, or collaborative repository for our files. Organize data such that the team can work on development more easily.
Simulation Designer/Deliverable Tester (UI) Quality Assurance (QA)	Patrick Woodrum	Creating and editing assets, working with Unity, loading iterations onto hardware and testing deliverables on the device.
Front End, User Experience (FE, UX)	Nick Macris	Working with Unity and designing the interface the user will interact with. This includes handling assets and the design of the VR.
Designated Recorder/Meetings Notetaker Front End, User Experience (FE, UX)	Devin Bloomer	Log all of the meetings information with outside resources such as Boeing and Professor Robb. Throughout our team meetings I will take thorough notes to keep track of our project. Assist with any interface designs in unity.
Front End, User Experience (FE, UX)	Brandon Colbert	Working with Unity and designing the interface the user will interact with. This includes handling assets and the design of the VR.

4. Participation and Conflict Resolution

Our team members are expected to have full attendance through all course lectures, lab sessions and teams meetings. When there are any conflicts within our team we typically resort to discussion on discord to solve the matter. If discussion does not solve a conflict, we will resort to:
1. Voting amongst team members to determine a course of action
2. Seeking advice from Dr. Herzog, Professor Russell, or Makayla to solve the conflict

The team will ensure members are doing work proportionally by uploading individual work to the github as well as using the divide and conquer technique. During team meetings, we will discuss the code that we have worked on while team members look through the code to ensure it is high-quality and meets expectations. We will potentially have pair programming in our meetings as well if we need to collaborate on something specific.

Two GitHub features that will be highly beneficial during code review are branches and issues. With branches, we will be able to isolate the implementation of new features. Using issues, we can create

comments visible to all team members on specific contributions from any branch. Combining our existing verbal form and this written form of communication will allow us to finely review every stage of changes and ensure they are up to par with our standards.

Date: 2/5/2021

Team member signatures

_____**Quinn Hubbarth**_____   _____*Quinn Hubbarth*_____
Print   Sign

_____**Yates Robinson**_____   _____*A Yates Robinson*_____
Print   Sign

_____**Patrick Woodrum**_____   _____*Patrick Woodrum*_____
Print   Sign

_____**Nick Macris**_____   _____*Nick Macris*_____
Print   Sign

_____**Devin Bloomer**_____   _____*Devin Bloomer*_____
Print   Sign

_____**Brandon Colbert**_____   _____*Brandon Colbert*_____
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