

TEAM #: Galois Field Arithmetic Unit
DATE: March 10, 2017
TO: Dr. LaBerge
FROM: Team M: Sabbir Ahmed, Jeffrey Osazuwa, Howard To, Brian Weber
SUBJECT: Team Contract

Objective

This contract serves as a collection of mutual agreements between the members of Galois Field Arithmetic Unit in order to successfully complete the project.

Expectations

All members of the team are held to the following basic exceptions:

- Show respect to others, even during times of conflict and disagreements
- Communicate with all members during physical team meetings and in online platforms
- Take responsibility for one's own actions and behavior

Team Decisions

Leadership is strictly informal with a democratic debate system system used for decision-making. Unanimous voting on team decisions are preferred. In the event where unanimous voting is improbable, team decisions will be made based on the majority vote. In the event where none of the previous voting ratios are improbable, team decisions will be made after consultation with the engineering manager or Dr. LaBerge.

Lack of participation from a member will result in exclusion of their inputs regarding team decisions.

Schedule

Members of Galois Field Arithmetic Unit agree to convene at least twice a week. The meetings may consist of updates on progress or collaborative work. Members are expected to stay updated with milestones and deadlines of the project.

Absences

Absences from team meetings and lack of engagement in group discussions may hinder progress in completing the project. In case of personal and unforeseeable circumstances, team members may be absent from meetings. It is the responsibility of individual team members to notify **all** members, as soon as possible, when an absence from meetings is necessary. When a member is absent, it is up to the individual to contact members to seek missed information from other members.

Version Control

GitHub will be used for source code version controlling. Individuals are responsible for understanding and following the best practices of version controls. Members are expected to create and develop on their own branches, and merge with the master branch after a thorough review by their team. Feature branching may be implemented with individuals in a “user-feature” naming convention. Forcing pushes or overwriting code are not permitted unless deemed necessary by the team.

Acceptance

By signing below, the members of Galois Field Arithmetic Unit agree to abide by the terms and conditions indicated in this document.

Sabbir Ahmed

Howard To

Jeffrey Osazuwa

Brian Weber
