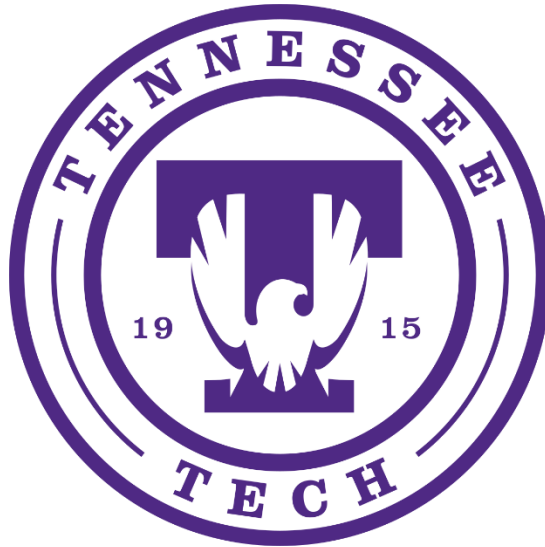# Predicting Potential Patient Issues Team Charter

Prepared by the students of CSC 4610 – FALL 2021

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Timothy Kelley

Amanda McGuire

Robert McKay

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Under the direction of

Dr. William Eberle (Professor)

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1. Team Name and Members

Name: SEAL Team 6

Members:

1) Software Engineering Students

- Timothy Kelley
  - Skillset: C#, .NET Core, MVC Model, SQL, Python, Java
  - Email: trkelley42@tntech.edu
  - Phone: 615.668.1254
- Robert McKay
  - Skillset: Java, C/C++, Android, Kotlin, MySQL
  - Emal: rwmckay21@tntech.edu
  - Phone: 931.310.8496
- Jacob Hill
  - Skillset: SQL, C#, Web, Python, Git
  - Email: jdhill44@tntech.edu
  - Phone #: 865.603.8528
- Jonas Fornehed
  - Skillset: C/C++, Cybersecurity/Networks, Java
  - Email: jhfornehed42@tntech.edu
  - Phone: 931.808.2895
- Joseph Doonis
  - Skillset: Python, C++, SQL, Unix, AD config, Firewall config
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- Amanda McGuire
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2) Customer (NavSEA)

- Megan Kozub
  - o Contact: megan.kozub@navy.mil

    megan.m.kozub.civ@us.navy.mil

- Alex Kniffin
  - o Contact: alex.kniffin@navy.mil

    alex.f.kniffin.civ@us.navy.mil

2. Values

1) Honesty – we believe honesty is necessary for our team to function
2) Efficiency – we will be as efficient with our work as we possibly can
3) Accountability – we must be accountable for our work
4) Dedication – we will stay dedicated to delivering the most quality work possible
5) Flexibility – we must be flexible with our work and schedule
6) Open-mindedness – we welcome all ideas and are willing to consider each one
7) Organization – we must stay organized for the sake of efficiency and clarity

3. Communication

1) Stand-ups (*15 minutes max per meeting*)
2) Slack (*for entire team communication*)
3) Slack (*for developer communication*)
4) Daily Team Meetings (*2–3 meetings/week, 1 hour max*)

4. Decision Making

1) Team Vote
2) Deliberations (*for detailed discussions*)
3) Customer Contact (*frequently; for project decisions*)

5. Conflict Resolutions

1) Majority Rules for Decision Making
2) Missing Meetings?
   a. *Excused* – Must notify team at latest 1 day beforehand if other plans have been made. Emergencies right before or during meetings are also okay.
   b. *Not excused* – Multiple missed meetings with no prior notification will result in a confrontation to discuss why meetings are being missed
3) Deadlines?

     a. Same procedure as unexcused meeting absences will happen when multiple deadlines are being missed

6. Team Meetings

1) MTR – Monday's 2:30pm – 3:20pm; Tuesday's and Thursday's 1:30pm - 2:30pm
   - Customer Meetings – Monday's 3:00 PM
   - Meetings happen online or in BRUN 228 if in person on Tuesday's and Thursday's. Physical location FNDH 216 for Monday
2) Daily Individual Stand-ups (*3 minutes max each*)
   - What I accomplished…
   - What I will accomplish by next meeting…
   - What is holding me back…
3) Developer Meetings and Customer Collaboration
4) Kanban Update via Slack
5) General Meetings (*whole team)*
   - Planning, Deadlines

7. Project Resource Management

1) iLearn (*for deliverables and submitting documents for grading*)
2) GitLab (*for storing project documents such as iteration reports*)
3) GitLab (*for source code management and version control*)
4) Slack (*for Kanban to keep track of project progress and story assignment/distribution)*

8. Team Building

1) Iteration Completion Party (*potentially be pizza party or something of a similar nature)*
2) Campus Team Activities (*includes going to the UC as well as the recreation center*)

9. Process Improvement

1) These methods will be used to make adjustments to the projects:
   - Retrospectives (*for identifying improvements after each iteration*)
   - Code Reviews (*for improving quality of code*)
   - Peer and Mentor Consultation (*for identifying possible improvements from experiences of members in other team projects, as well as Dr. Eberle's wisdom*)

10. Social Contract

1) Categorical Imperative (*treat others as a person, not as a means to an end*)
2) Make Realistic Commitments (*for deadlines/iterations*)
3) The only slacking we will have in this project will be the app Slack itself
4) Be an adult (*which includes accountability and respect for others*)
5) Communicate anything (*successes, roadblocks, issues for time commitment*)
6) Be yourself (**cue Disney princess music**)