Team Operating Rules

Team Members: David Luo, Archie Deng, Nathan Lee, Ryan Nguyen, Henry Do

Our goal and purpose as a team

- To build an original embedded system that would be beneficial to humans
- Be on time with meeting requirements and deadlines, with everyone in the group contributing in a fair manner
- Our purpose is to have more eyes to bring in more ideas about how to go about with our design process, and having more hands to divide up the work evenly to create our final product

How do we best accomplish our mission? What ground rules help accomplish our Goals?

- Listening to each other's perspectives
- Contributing to the parts of the project equally
- Being bold to explore new ideas/methods
- Communicating clearly and early
- Setting goals and deadlines for the group to ensure the design process can proceed smoothly

Our expectations for our team

- Making sure that everyone in the team understands what task they are doing
- Communicating with each other clearly about decisions and changes
- Meeting milestones and deadlines on time
- Each person contributing their fair share to the project

How do we make decisions?

- Make a list of ideas and opinions
- Discuss and communicate with each other
- Make sure that everyone in the group is up to date about what decisions are being proposed before agreeing to take on one

How often should we hold team meetings?

- We will have our meetings during available class time on Monday or Wednesday
- We may stay after class and/or meet outside of class if needed based on the progress of our project

  ○ **How long, when, where, what media?**
  - Meetings will be held mostly in person during and after lecture times
  - Extra time through discord/in person meet up, based upon team availability, if needed.

- **How do we establish our agenda?**
  - Flexible; can be rearranged/revised based on the needs/constraints of members in the team, but with prior agreement between everyone in the team
  - Agenda will be planned ahead and finalized at least a day in advance
  - Chair lead comes up with main goals to be accomplished during the meetings we have, talking amongst other members of the group to come to a general consensus
  - Other members of the group can add on and provide their own input if anything specific to them needs to be done

- **Who chairs meetings? Take minutes?**
  - Rotating chair, 10 weeks, 5 people, each person chairs twice
  - The chair lead takes minutes on a shared google doc that the rest of the members can view for reference

How do we resolve problems and handle conflicts?

- If there is a problem between people, we make sure we listen to all sides and try to agree on a compromise
- If there is a problem within the assignment, we make sure we listen to solutions and ideas suggested by our team members, discussing before proceeding with a solution

How do we make sure everyone is listened to and has a say?

- Make sure everyone has a chance to share their opinions during our meetings
- Check up on one another to ensure that their voice is also heard in discussions
- Ask members if they have any ideas, questions, or concerns if they appear to be left out, including them in the discussion

How should we handle time constraints?

- Plan out work for each person ahead of time, and what work to achieve before each milestone
- Try to finish the required planned work between our team at least 1-2 days before milestone deadlines
- If a team member is struggling with time constraints, other team members can support and help them out while keeping in mind the key responsibility that the initial member has to put their effort into the project too
- Communicate early and frequently about any changes in plans or in parts of the project

How will our work be prioritized?

- Prioritize milestone deadlines and core project functionality
- A working project is better than a project with many special features that fails to be completed
- “Extras” like artistic design and highly optimized code are less prioritized

How can we get feedback and measure performance, productivity, and quality?

- Make sure we all think of cases where our product could break down and test these cases thoroughly
- Listen to the rest of the group's ideas about possible vulnerabilities and weaknesses to our project; one person's approach may be different than another and it's important to consider multiple perspectives

How shall we self-correct (look at what we're doing and make corrections)?

- By thoroughly documenting project progress, we can leave notes about things that work and things that don't. This will be a reference.
- Other team members can notify each other about flaws to be fixed and thus will help us as a team when those same issues may come up again, either with the same people again or with different members.
- We will ask for feedback from the instruction team to figure out how to move forward and improve our project.

What kind of climate do we want in our group? How do we build the climate we want?

- We want a climate where everyone feels free to share their ideas and opinions, respectfully disagree, and be encouraged to learn and build
- Climate is built by everyone agreeing to follow the guidelines in the agreements

How can we constantly improve what our team does?

- Asking advice from the professor and TAs
- Being open-minded with ideas from outside of the team
- Checking up on one another to make sure that everyone does their part and provide support to team members if needed

What skills do our members have, and which do they want to learn?

- We all have coding experience as well as experience with microcontrollers like FPGAs and Arduinos.
- General embedded understanding from 474 (C programming and embedded systems coding structure)
- None of us have experience with the STM32 board nor the Raspberry Pi, but we are all willing to learn how to utilize it within our final project

What other kinds of operating guidelines do we need to formulate? (e.g., communication platforms like slack and/or others, repository for team work like google drives and others,...etc)

- We will be using Discord for communication
- We will be using Google Docs for recording notes during meetings
- We will be using Google Drive as a repository for our team work