

**ECE/CSE 475:
Embedded Systems Capstone**

Team Operating Rules

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Discuss the following questions with your team members. After agreeing on how you will operate as a team, move on to formulating a contract signed by all team members. A sample team contract can be found on Canvas.

1. What is our goal and purpose as a team?

- Our team's goal is to create an embedded system product and our purpose as a team is to collaborate to stretch the possibilities of our creation.

2. How do we best accomplish our mission? What ground rules help accomplish our goals?

- We will best accomplish our mission by ensuring a fair (i.e. equally rigorous) distribution of work between team members, and proactive communication to avoid conflicts.

3. What are our expectations for our team?

- The expectations for our team include good communication, responding to messages in a timely manner (preferably within an hour but no longer than 24 hours), and not ignoring communications from others for extended periods of time.

4. How do we make decisions?

- Each member is entitled to make unilateral decisions and if other members come to disagree, the group can discuss the best course of action. Due diligence should be done before making large, consequential decisions, including consulting teammates if one's discretion deems it necessary.

5. How often should we hold team meetings?

- o How long, when, where, what media?
- At minimum, class time should be available for all group members. If required, extra meeting backup times will need to be established ahead of time if more meetings are required. We can utilize the first 30 min of class time to decide how we would like to approach that week for project organization.
- o How do we establish our agenda?
- Using *Timeful* or *When2Meet*
- o Who chairs meetings? Take minutes?
- No chair needed, notes will be taken as needed. The group is small enough to where we can organize this accordingly per meeting.

6. How do we resolve problems and handle conflicts?

- Problems will be handled in a civil matter.

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

- To ensure that everyone is listened to and has a say, we will regularly update group members on progress and offer explanations. We encourage everyone to openly ask questions.

8. How should we handle time constraints?

- We will handle time constraints by clearly communicating other obligations as early as possible.

9. How will our work be prioritized?

- We will prioritize work by proactively dedicating meeting times for productive activities, rather than social ones. Direction/scope of the project should be clear ahead of time.

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

- We can have weekly milestones to check in with the TAs to confirm that we appear to be on track or if we need to alter our current path.

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

- By looking towards the TAs for confirmation of our current situation and assessing based upon their response.

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

- We want people who reason with facts and correct information. If an argument must be pursued, then the others in the group will collectively resolve the issue at hand.

13. How can we constantly improve what our team does?

- During the TA check-ins, we will use constructive criticism to assess and improve the project in that current moment.

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

- Every member of our group is a versatile, world-level genius who was handpicked to maximize technical and collaborative efficacy. The only thing we want to learn is how to win, and make money while doing so.

15. 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) \\\

- Code collaboration/documentation will be done via a GitHub repository
- Project management will be done via GitHub
- Communication will be done via the SMS group chat