Senior capstone Design

CS 483 TEAM CHARTER 2022/2023

# Project Name/CLIENT:

# TEAM MEMBER Name: CONTACT INFO (email/PHONE) Preferred Contact Method:

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| Adrian muth | Muth23@up.edu | email |
| Benjamin chong | 3608333357 | Phone |
| Jennifer brana | Brana23@up.edu | Email |
| Pranav rajan | Rajan23@up.edu | email |
| Tamsen dean | Deant23@up.edu | email |

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## Information Services contact person

Each team needs to designate one person as the Information Services contact person, so that access to machines for project use can be granted. Put the team contact person here: Benjamin Chong

## Goals

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|  | **What are your team’s technical goals and process goals for this project?** These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality of the team’s work? |  |

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| The one-to-two sentence summary of the product to deliver to the client:  We’re implementing a sensor system to detect pump flow rate and solar power. This data will be aggregated and sent to the cloud.  Technical goals (what frameworks, languages, libraries, and systems does the team wish to research and potentially use in capstone)?  Raspberry Pi, Arduino, ESP32, sensor implementation.  Process goals:  We will learn how to use new technologies.  We will follow our sprint schedule.  Expectations about quality of work:  This is more hardware-focused, so it’s trickier to approach. As such, we want to focus on creating the minimum viable product that is safe and effective. |

## Sprint Leader Schedule

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|  | **What is the sprint leader schedule?** During each sprint, the sprint leader is responsible for ensuring that the tasks designated for the sprint are allocated to team members and that they get done. The sprint leader will also demo the team’s current working prototype at the conclusion of the sprint. \***Each team member should be assigned to one of sprints 2, 3, 5, 6, or 7. The other sprints include demos/presentations by the entire team. 4-person teams: each person should be the sprint leader once each semester. 5-person teams: each person should be the sprint one or two times over the academic year.** |  |

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| Sprint 1: Tamsen Dean  Sprint 2\*: Adrian Muth  Sprint 3\*: Benjamin Chong  Sprint 4: Adrian Muth  Sprint 5\*: Jennifer Brana  SP23  W1-4 Sprint 6\*: Tamsen Dean--  W5-7 Sprint 7\*: Pranav Rajan --  Sprint 8: Benjamin Chong |

## Client Communication and Meetings

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|  | **How often will you communicate updates with your client? How often will you meet with your client? Who will be the primary contact person from the team to the client? What platform (Teams or Zoom) will you use? Teams are encouraged to invite their clients to the end-of-sprint demos.** |  |

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| Client name and contact information: Karsten Zuendel  How will updates be communicated and who will be responsible for communicating with the client? (it is advisable that this single point of contact remains throughout the project as changing sprint leaders every three to four weeks can confuse clients.) Through email and in person, as he also works at UP.  How often will you meet on screen with the client? We’ll try to meet in person whenever possible.  What platform will you use for client meetings? We’ll use Teams if ever necessary. |

## Advisor Communication and Meetings

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|  | **The full team is expected to meet with the faculty advisor for stand-us once per week (between Monday 8am and Wednesday at noon) and with the instructor during most Friday class sessions. What day/time are your weekly standups with your faculty advisor? What platform will you use for advisor meetings (likely MS Teams)? How will you communicate information to the advisor (email, chat via MS Teams, post in MS Teams – you should determine this at your first stand-up meeting)?** |  |

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| Faculty advisor name: Martin Cenek  Stand-up meeting day/time per week with faculty advisor: Every Wednesday  Platform: In person  Outside-of-meeting communication mechanism (email, MS chat, MS Teams post): Slack |

## Attendance and Expectations for Team Meetings

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| The team is expected to work 5.5 hours per week (**not including** **class time / advisor meetings each week)**, both individually and in team meetings. Many of the Friday afternoon class sessions will include time for team meetings; however, it is strongly recommended that the team set up another weekly check-in meeting to meet. **When will the team meet each week and via what platform?** **What are your team’s expectations regarding meeting attendance** (being on time, leaving early, missing meetings, etc.)? |

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| Team check-in meetings (just teammates) day/time per week: 12:30 on Mondays  Platform for team check-in meetings: In person  Expectations about meeting attendance: Short-term agenda, sharing of any developments, sprint lead serves as scribe at meetings. |

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| **What constitutes an acceptable excuse for missing a meeting? What types of excuses will not be considered acceptable?** |

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| Acceptable: health issues, mental health issues, work trips, family emergencies.  Not acceptable: slept through alarms, schoolwork, felonies, jury duty. |

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|  | **What process will team members follow if they have an emergency and cannot attend a team meeting**? |  |

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| Notify slack channel. |

## Accountability & Teamwork

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|  | **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?** |  |

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| Come prepared to share your progress and any issues you may be having. Code should be tested where possible and reviewed prior to implementation. |

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|  | **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team member contributions?** |  |

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| Be direct when your other school responsibilities are a lot. Try to participate and listen even if the topic being discussed isn’t directly your task. |

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|  | **What methods will be used to keep the team on track? Note that github and trello will be part of the course. Will the team use other software tools to store shared documents? Note: MS Teams can store documents and course deliverables will be expected to be uploaded to the team’s channel.** How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations? |  |

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| We will use Trello to keep track of tasks and we will assign tasks to specific people. Complaints can be brought up to Cenek and a discussion can be held as a team. |

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| **How will you build team cohesion** (fun time, group rituals, virtual social time, etc.)? |

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| We will build team cohesion by sharing memes on slack. |

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| **How will you make decisions in your team?** Consensus? Vote? How will you handle disagreements? |

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| If there is not consensus for a decision, the decision will be made by majority vote. |

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| **If the team experiences challenges, conflicts, and/or disagreements, what process will the team use to respond to them?** |

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| We will talk it out as a team in person. |

**Code Quality and Conventions**

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| **What are the team’s expectations about coding consistency and documentation consistency? Decide on conventions for format, naming style, and file names. What are the team’s conventions for using git and doing code reviews? What are the team’s conventions for using Trello?** |

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| All code is expected to be reasonably commented on. All functions should have their purpose, inputs, and outputs listed. Any bugs or issues should be noted with a comment. All untested code should be first pushed to a separate branch of GitHub. Once it is reviewed it can be pushed to the main branch. |

**Anything Else**

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| **Use this space to document any other capstone expectations to which the team agrees.** |

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**Commitment – Type Your Name for the Signature Line to Show that You Agree**

# Team Member Name: Adrian muth Signature: adrian muth

# Team Member Name: BENJAMIN Chong Signature: Benjamin C

# Team Member Name: Pranav Signature: Pranav r

# Team Member Name: tamsen dean Signature: tamsen dean

# Team Member Name: Jennifer Brana Signature: Jennifer Brana

If the team wants to edit this charter, all team members should sign off on any changes. An updated charter should be saved as a revision to the original/subsequent revisions and kept on file in the team’s shared documents. The team charter (and revised copies) should be stored with the team’s channel on Microsoft Teams for easy access by all team members, the advisor, and the instructor.

Capstone is the last major teamwork experience that you complete as an undergraduate. One purpose of this charter is to agree to expectations, so that the team can have a successful and positive experience.