

Team Name sdmay24-25

Team Members:

- 1) Thomas Gaul _____ 2) Matthew Crabb _____
3) Spencer Sutton _____ 4) Tori Kittleson _____
5) Ian Hollingworth _____

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
Team meeting Wednesday at 7:30pm in person in the TLA.
Client/advisor meeting Tuesdays at 8:30am in person in Durham 353 Conference room.
TA meeting Wednesday at 2:30pm for Thomas, Matt, Tori in the Senior Design Lab.
TA meeting Fridays at 1pm for Spencer and Ian in the Senior Design Lab.
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
Teams account for updates, reminders, and all scheduling issues with the group as well as the research team.
Teams account for updates with the client/advisor.
3. Decision-making policy (e.g., consensus, majority vote):
The majority vote for the final decision but focus on reaching a consensus when possible. For diverted opinions, we can discuss with the client/advisor for advice.
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
Ian and Mathew for redundancy on shared documents that all the team can contribute to on Teams.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
Attendance when possible and communication to the team when scheduling conflicts arise. If meetings are missed, catch up with the notes with whatever questions are necessary. Send Teams message when running substantially late for general meetings (over 20 min).
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Complete all tasks upon deadline and give significant warning to team members if deadlines might be missed, requesting support when possible. Avoid procrastination on assignments to ensure on-time completion and communication.
3. Expected level of communication with other team members:
During the week, attendance at meetings is expected, as mentioned above, and responses to team messages with 24 hours on weekdays, 36 hours on weekends, and a reasonable time on breaks.

4. Expected level of commitment to team decisions and tasks:
Everyone puts full effort into their assignments and ensures all are good with work distribution.

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
Thomas- Lead, Technical software
Matt- Technical hardware
Tori- Technical hardware
Ian- Technical electrical systems
Spencer- Technical software

Will decide work between hardware and software more specifically as soon as we get more information with a good combination of work so everyone can get experience

2. Strategies for supporting and guiding the work of all team members:
Meet each week and communicate well with the team. Sub-meets will be done for team members working on portions of the project together.
3. Strategies for recognizing the contributions of all team members:
Meet each week with the team to discuss progress/work completed throughout the past week and record progress in weekly deliverables to meeting with Prof Duwe.

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
Ian Hollingworth: C programming, PCB design, Digital circuit design, Verilog, Cadence
Tori Kittleson - Hardware circuit design, Cadence, Altium PCB design.
Matthew Crabb - C Programming, circuit design, PCB layout, Cadence, Altium, MATLAB, PCB debugging, circuit measurement
Thomas Gaul- Embedded Systems, hardware design, firmware experience
Spencer Sutton- Embedded Systems, Digital Logic/microprocessors, Cadence, Physics
2. Strategies for encouraging and support contributions and ideas from all team members:
Weekly meetings where members can bring up ideas and present the work they have done to keep all team members up to date.
3. Procedures for identifying and resolving collaboration or inclusion issues (e.g., how will a team member inform the team that the team environment is obstructing their opportunity or ability to contribute?)
Bring it up at a weekly team meeting so we can resolve it. If, for any reason, the member is not comfortable with doing so, they can bring it up with the team lead or Dr. Duwe to bring it up to the team.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
 - Have a concrete plan and presentation for completing the project in the second semester
 - Have a first revision of the hardware completed and ordered for a second revision next semester, and work testing code can be completed.
2. Strategies for planning and assigning individual and team work:
 - Have people volunteer for a task and then have the team select the most qualified individual who has the bandwidth to complete it if it is not a task any member is particularly interested in.
3. Strategies for keeping on task:
 - Create weekly goals to get us to achieve our goal and plan out work week by week basis for the remainder of the semester once we have a more concrete plan.

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?
 - Discuss first as a team with any conflicts that arise, and try to resolve as a team to fit the needs of all team members.
2. What will your team do if the infractions continue?
 - If a problem persists, discuss with the client/advisor to see if they have any suggestions to adjust to the team's needs.

- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- b) *I understand that I am obligated to abide by these terms and conditions.*
- c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

- 1) Tori Kittleson DATE 9/8/23
- 2) Ian Hollingworth DATE 9/8/23
- 3) Matthew Crabb DATE 9/8/23
- 4) Thomas Gaul DATE 9/8/23
- 5) Spencer Sutton DATE 9/8/23